



Position Title:

Shop Fabrication Technician

Basic Function:

The basic function of the Shop Fabrication Technician is to ensure the timely and quality completion of fabrication work for clients.

Reporting Relationships:

This position reports to, and is accountable to, the Shop Foreman.

Job Requirements:

To perform this job successfully, an individual must be able to complete all areas outlined for this position in a satisfactory manner. The requirements listed below are representative of the knowledge, skills, and/or abilities necessary to meet the minimum job requirements of this position.

Education	Required high school diploma or GED equivalent. On the approval of the President, demonstrated work experience will be considered in lieu of high school diploma. Must be fluent in the English language (read/write).
Licensing	Required valid driver's license
Experience	Preferred 1 or more years of custom or manufacturing/metal fabrication experience in an equivalent mechanical-related company.
Skills Required	Preferred competency with various welding methods and metals including both gas and arc welding, competency with sheet metal forming, cutting, shaping, shearing, punching, drilling, stamping machines, competency in interpreting engineering drawings or blueprints, competency in the safe use of various power and hand tools. Required mechanical and mathematical aptitude.
Physical	Required full use of all body motions including abilities to work in enclosed spaces, work at various heights and depths, varying temperatures both indoors and outdoors. Must be able to lift 80lbs.
Working Conditions	Required ability to work either indoors or outdoors in non-climate controlled conditions, high noise levels, dusty and dirty work environments. Required ability to travel to customer locations in all types of weather conditions.

Preferred amenability to work all shifts, weekends, and holidays. Must be able to work alone or as a valued member of a team.

Authority:

The Shop Fabrication Technician is selected and appointed by the Head of Operations and Shop Foreman and has been delegated the authority required to successfully accomplish all of the duties and responsibilities of this position.

Duties and Responsibilities:

1. Performs accurate metal cutting, shaping, forming, shearing, punching, drilling, and stamping activities as per engineering drawings or blueprints.
2. Performs custom or prototype metal fabrication tasks or mechanical engineering system assembly tasks as per engineering drawings or blueprints.
3. Ensures that all completed jobs or projects are personally inspected, completed as per specifications, and can meet or exceed quality standards.
4. Performs high quality and timely shop maintenance.
5. Ensures that at the end of the workday, the work area is swept and cleaned, tools are put away, all machines and tools are cleaned and turned off, and the work area is left in a state that does not create a safety hazard to other employees.
6. Communicates openly both verbally and in writing, with supervisors, management and customers.
7. Operates forklifts, company-owned delivery vehicles, service vehicles, and lifting devices in a safe manner at all times.
8. Operates machine brakes, drills, threaders, shearing machines, saws, plasma-cutting machines, rollers, punching machines, and stamping machines according to established shop procedures and in a safe manner at all times.
9. While operating a company vehicle, acts and behaves in accordance with the rules of the road, not under the influence of alcohol or impairing drugs or medications, and in complete accordance with the company's stated policies and procedures.
10. Demonstrates integrity and honesty in dealing with other people.
11. Performs any other task or assignment as given by the Shop Foreman or Head of Operations.

Measures of Performance:

Performance in this position will be deemed acceptable when the following has been accomplished:

1. Successfully completed all company job skills and safety training curricula.
2. Continually maintains an error rate of less than 5%.

3. Demonstrates the desire to adhere to company and customers, policies, procedures, and practices, as well as all safety regulations.
4. Demonstrates the desire to act as a team player.

Benefits:

Paid Leave of Absence

Paid Holidays: New Year's Day, Memorial Day, July 4th, Labor Day, Thanksgiving Day, Christmas Day (Employee is eligible for holiday pay after 90 days from hire date)

Paid Sick Leave: All full-time employees are eligible for sick pay after the introductory period (90 days). Full-time employees will be offered a maximum of 5 paid sick days per calendar year. Part-time and temporary employees are not eligible for this benefit. A doctor's note is required to be eligible for time off and sick pay. If sick pay is not used during the calendar year, it will not be paid out or rolled over to the next year—it will reset each calendar year on January 1.

Vacation: All full-time employees accrue vacation from the first day of employment. Full-time employees are eligible to take paid vacation after 6 months of continuous employment.

6 months	40 hrs (1week)
12 months	80 hrs (2 weeks)
Greater than 10 yrs	120 hrs (3 weeks)

Insurance

All full-time employees are eligible for group medical insurance. Employees are eligible to sign up for group insurance 60 days after date of hire. Warsaw Engineering offers medical and dental insurance for individuals and their family. Warsaw Engineering also offers each employee a life insurance policy and short and long-term disability insurance coverage free of charge.

Retirement Planning

A 401k or Roth IRA retirement savings plans are provided to full-time employees after 1 year of continuous employment. An employer match payment is provided to employees each month.

Payroll Info

Each employee is paid on a weekly basis, the pay period being from Thursday-Wednesday from the week prior. Each Thursday, when payroll is processed, a pay stub (advice) is emailed to the employee. Each employee is paid every Friday via direct deposit.

Pay Policy

Hours are collected as follows:

- Straight time up to 8 hrs per workday
- Overtime (time and a half) after 8 hrs worked per day and Saturdays
- Double time Sundays and holidays