

Role Description

Fabrication Shop Apprentice



Summary Engaged in accident-free fabrication of miscellaneous sheet-metal, light structural steel and aluminum assemblies for the fabrication of various signs and their components with minimal waste of time and materials.

Essential Duties and Responsibilities include the following. Other duties may be assigned.

- Review personal/daily activities pertaining to the fabrication shop as assigned.
- Outside work required
- Possess strong communication skills
- Understand all shop tools/machines and their proper uses
- Possess strong welding and forming skills
- Ability to fabricate minor, non-critical assemblies and components
- Establish/Communicate required Q.A. inspection calls at critical stops
- Respond/assist supervisors with maintenance issues
- Ensure standardized work is followed
- Facilitate small group activities (PPE Training, Quality Issues, Knife Skills, etc.)
- Utilize the correct equipment and supplies for assigned jobs
- Day-to-day mentoring of fellow employees in the small groups
- Employee will be expected to fulfill other tasks that are assigned by leadership such as covering on the line for employees who are absent and training and cross-training other, less experienced employees
- Train all new hires and cross train all bidding employees
- Other Duties, as assigned

Standard Work includes the following.

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- To be Completed on a Daily Basis
 - Review Production Schedule; complete work assignment(s), status updates and entry of production data.
 - Champion of Shop Safety; including safety rule adherence, proper PPE, and OSHA required obligations as required in the shop.
 - Conduct Crane/fork truck daily checks, including controls, wire rope and upper/lower limit switch operation.
- To be Completed on a Weekly Basis
 - Each Monday, complete weekly inventory sheet for fabrication area assigned and turn in to Shop Lead.
 - Each Tuesday, audit critical shop equipment for mechanical integrity and operation if assigned.
- To be Completed on a Monthly Basis
 - On the First Monday of each Month, respond to Shop Lead in the audit of any critical shop equipment assigned.
 - On the Third Tuesday of each Month, assist cleanup of the lay down yard for organization, gear adrift and general safety as assigned.

Leadership Responsibilities

Motivates and trains newly hired fabrication employees. Provide guidance and coaching in accordance with the organization's policies and applicable local, state and federal law. Responsibilities include assisting the Shop Lead by training employees; planning, assigning, and directing work; appraising performance; recognizing employees; addressing complaints and resolving problems.

Qualifications

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To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

- Must demonstrate and be able to pass all required safety courses provided by Ace Signs
- Must be self-motivated, trustworthy, and capable of completing all work assignments with minimal supervision
- Must be able to motivate, train, and teach employees their job to Ace Sign Company standards
- Must be willing to work with line supervisors to make placement decisions and help with shop drawings and interpretations
- Must have knowledge of all jobs on designated line or have the ability to learn them
- Must be competent and able to accept coaching and counseling pertaining to qualification issues
- Proficiency in the jobs on the line
- Strong record of safety
- Attendance will be examined, good attendance is essential
- Good Communication Skills
- Track record of positive Work Performance and Attitude

Education and/or Experience

At least Six (6) months of welding, fabricating, fitting (layout) or equivalent. Experience in miscellaneous steel and aluminum fabrication is a must. This includes stairs, handrails, ladders, and catwalks and various other sign components.

Language Skills

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Ability to read and interpret documents such as safety rules, operating plans, and procedure manuals. Ability to write reports and the ability to speak effectively before groups of customers or employees of organization.

Computer Skills

Ability to use shop time-keeping software is required.

Certificates, Licenses, Registrations

Local Welding Certification required, Certified Welding Inspector Familiarity is desirable. Local Fork truck and Overhead Crane operational certification is also a requirement.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to stand; walk; use hands to finger, handle, or feel; reach with hands and arms and talk or hear. The employee is occasionally required to sit; climb or balance; stoop, kneel, crouch, or crawl and taste or smell. The employee must frequently lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this Job, the employee is regularly exposed to moving mechanical parts and fumes or airborne particles. The employee is frequently exposed to vibration. The employee is occasionally exposed to wet and/or humid conditions; high, precarious places; outside weather conditions and risk of electrical shock. The noise level in the work environment is usually moderate.

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