

POSITION TITLE: Machinist Trainee
DEPARTMENT: Machine Shop
REPORTS TO: Machine Shop Manager

PURPOSE:

To set up and operate conventional and special purpose machines to fabricate metallic and non-metallic parts. Maintain and operate shop equipment and tools, performing quality work, as quickly and efficiently as possible. Sell the company labor and services.

ESSENTIAL FUNCTIONS:

- Desire to learn skills required to become Machinist I.
 1. Ability to use hand tools, impact tools, and non-precision measuring tools.
 2. Must have own tool box and hand tools.
 3. Maintains safe work habits.
 4. Maintains and cares for all shop tools, machines and equipment.
- Performs other duties as assigned.
- Help maintain cleanliness, neatness and safety of building and work area.

MINIMUM QUALIFICATIONS:

- Communicate in English to receive instructions and acquire parts & tools.
- Moderate physical activity; standing and/or walking for 8 hours per day.
- Requires handling of average to heavy weight objects up to 50 pounds from floor up 37".
- Work environment involves some exposure to hazards or physical risks, which require following basic safety precautions.
- The environment is mainly inside but may involve some outdoor activity.
- Work involves moderate exposure to dirt, dust, fumes, smoke, unpleasant odors and loud noises.
- Requires sufficient hand and arm strength to operate normal and large hand tools.
- Physical abilities include reaching above head, twisting, bending, retrieving items from floor, applying a minimum of 15 pounds force while reaching over head.

CONDITIONS OF EMPLOYMENT:

- Successful candidate must submit to post offer, pre-employment physical/drug test.
- Successful candidate must comply with all company policies and work rules as stated in the Employee's Handbook.

This position description does not list all the duties of the position. You may be asked by supervisors or managers to perform other duties. You will be evaluated in part based upon your performance of the tasks listed in this position description. The employer has the right to revise this position description at any time. This position description is not a contract for employment, and either you or the employer may terminate employment at any time, for any reason.

POSITION TITLE: Machinist I
DEPARTMENT: Machine Shop
REPORTS TO: Machine Shop Manager

PURPOSE:

To set up and operate conventional and special purpose machines to fabricate metallic and non-metallic parts. Maintain and operate shop equipment and tools, performing quality work, as quickly and efficiently as possible. Sell the company labor and services.

ESSENTIAL FUNCTIONS:

- Must continue to display ability and willingness to perform essential functions of Machinist Trainee.
 1. Ability to use calipers and vernier scale.
 2. Ability to use drill press.
 3. Ability to operate forklift.
 4. Ability to use hand grinder.
 5. Ability to use small lathe and mills.
 6. Ability to use micrometer, tape measure, saws.
 7. Ability to identify materials.
 8. Keeps accurate, easy-to-read records of work performed and materials used.
 9. Maintains safe work habits.
 10. Maintains and cares for all shop tools, machines and equipment.
- Performs other duties as assigned.
- Help maintain cleanliness, neatness and safety of building and work area.

MINIMUM QUALIFICATIONS:

- Communicate in English to receive instructions and acquire parts & tools.
- Moderate physical activity; standing and/or walking for 8 hours per day.
- Requires handling of average to heavy weight objects up to 50 pounds from floor up 37".
- Work environment involves some exposure to hazards or physical risks, which require following basic safety precautions.
- The environment is mainly inside but may involve some outdoor activity.
- Work involves moderate exposure to dirt, dust, fumes, smoke, unpleasant odors and loud noises.
- Requires sufficient hand and arm strength to operate normal and large hand tools.
- Physical abilities include reaching above head, twisting, bending, retrieving items from floor, applying a minimum of 15 pounds force while reaching over head.

CONDITIONS OF EMPLOYMENT:

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POSITION TITLE: Machinist II
DEPARTMENT: Machine Shop
REPORTS TO: Machine Shop Manager

PURPOSE:

To set up and operate conventional and special purpose machines to fabricate metallic and non-metallic parts. Maintain and operate shop equipment and tools, performing quality work, as quickly and efficiently as possible. Sell the company labor and services.

ESSENTIAL FUNCTIONS:

- Skills and duties required:
 1. Must continue to display ability and willingness to perform essential functions of Machinist I.
 2. Ability to use cutting torch, cutting threads 60 degree Vee, Acme, Buttress.
 3. Ability to use bench hand grinder, threading tools, turning tools, sharpen drill bits.
 4. Ability to weld carbon steel (stick/mig).
 5. Ability to convert fractions/decimals.
 6. Ability to work within + or - .001 tolerance.
 7. Supply own hand tools.
 8. Keeps accurate, easy-to-read records of work performed and materials used.
 9. Maintains safe work habits.
 10. Maintains and cares for all shop tools, machines and equipment.
- Performs other duties as assigned.
- Help maintain cleanliness, neatness and safety of building and work area.

MINIMUM QUALIFICATIONS:

- Communicate in English to receive instructions and acquire parts & tools.
- Moderate physical activity; standing and/or walking for 8 hours per day.
- Requires handling of average to heavy weight objects up to 50 pounds from floor up 37".
- Work environment involves some exposure to hazards or physical risks, which require following basic safety precautions.
- The environment is mainly inside but may involve some outdoor activity.
- Work involves moderate exposure to dirt, dust, fumes, smoke, unpleasant odors and loud noises.
- Requires sufficient hand and arm strength to operate normal and large hand tools.
- Physical abilities include reaching above head, twisting, bending, retrieving items from floor, applying a minimum of 15 pounds force while reaching over head.

CONDITIONS OF EMPLOYMENT:

- Successful candidate must submit to post offer, pre-employment physical/drug test.
- Successful candidate must comply with all company policies and work rules as stated in the Employee's Handbook.

This position description does not list all the duties of the position. You may be asked by supervisors or managers to perform other duties. You will be evaluated in part based upon your performance of the tasks listed in this position description. The employer has the right to revise this position description at any time. This position description is not a contract for employment, and either you or the employer may terminate employment at any time, for any reason.

POSITION TITLE: Machinist III
DEPARTMENT: Machine Shop
REPORTS TO: Machine Shop Manager

PURPOSE:

To set up and operate conventional and special purpose machines to fabricate metallic and non-metallic parts. Maintain and operate shop equipment and tools, performing quality work, as quickly and efficiently as possible. Sell the company labor and services.

ESSENTIAL FUNCTIONS:

- Skills and duties required:
 1. Must continue to display ability and willingness to perform essential functions of Machinist I and Machinist II.

2. Ability to use grinding machines, surface and tool post.
3. Ability to use all equipment in the shop.
4. Ability to weld stainless (tig/mig/stick) and aluminum (tig/mig).
5. Ability to use dividing head to cut gears and splines, and use rotary table to cut radius.
6. Ability to layout hole patterns using formulas.
7. Ability to calculate sine of triangle.
8. Maintains and cares for all shop tools, machines and equipment.
9. Ability to read and understand technical drawings and diagrams.

MINIMUM QUALIFICATIONS:

- Same as Machinist I and Machinist II.
- Moderate physical activity; standing and/or walking for 8 hours per day.
- Requires handling of average to heavy weight objects up to 50 pounds from floor up 37”.
- Work environment involves some exposure to hazards or physical risks, which require following basic safety precautions.
- The environment is mainly inside but may involve some outdoor activity.
- Work involves moderate exposure to dirt, dust, fumes, smoke, unpleasant odors and loud noises.
- Requires sufficient hand and arm strength to operate normal and large hand tools.
- Physical abilities include reaching above head, twisting, bending, retrieving items from floor, applying a minimum of 15 pounds force while reaching over head.
- At least one year of completing jobs with an efficiency rating of 90% or above, excellent attendance, and display the following: speed, reliability, self-motivation, solves problems, helps others, thinks one step ahead on jobs and can discern which part of the job is important to make the customer happy and make the company money.

CONDITIONS OF EMPLOYMENT:

- Successful candidate must submit to post offer, pre-employment physical/drug test.
- Successful candidate must comply with all company policies and work rules as stated in the Employee’s Handbook.

This position description does not list all the duties of the position. You may be asked by supervisors or managers to perform other duties. You will be evaluated in part based upon your performance of the tasks listed in this position description. The employer has the right to revise this position description at any time. This position description is not a contract for employment, and either you or the employer may terminate employment at any time, for any reason.

POSITION TITLE: Hydraulic Cylinder Tech Trainee
DEPARTMENT: Hydraulic Cylinder Shop
REPORTS TO: Hydraulic Cylinder Shop Manager

PURPOSE:

To set up and operate conventional and special purpose machines to repair hydraulic cylinders and fabricate metallic and non-metallic parts. Maintain and operate shop equipment and tools, performing quality work, as quickly and efficiently as possible. Sell the company labor and services.

ESSENTIAL FUNCTIONS:

- Must have own tool box and hand tools.
 1. Desire to learn skills required to become Hydraulic Cylinder Tech I.
 2. Ability to use hand tools, impact tools, and non-precision measuring tools.
 3. Maintains safe work habits.
 4. Maintains and cares for all shop tools, machines and equipment.
- Performs other duties as assigned.
- Help maintain cleanliness, neatness and safety of building and work area.

MINIMUM QUALIFICATIONS:

- Communicates in English to receive instructions and acquire parts and tools.
- Moderate physical activity; standing and/or walking for 8 hours per day.
- Requires handling of average to heavy objects up to 50 pounds from floor up 37”.
- Work environment involves some exposure to hazards or physical risks, which require following basic safety precautions.
- The environment is mainly inside but may involve some outdoor activity.
- Work involves moderate exposure to dirt, dust, fumes, smoke, unpleasant odors and loud noises.
- Requires sufficient hand and arm strength to operate normal and large hand tools.
- Physical abilities include reaching above head, twisting, bending, retrieving items from floor, applying a minimum of 15 pounds force while reaching over head.

CONDITIONS OF EMPLOYMENT:

- Successful candidate must submit to post offer, pre-employment physical/drug test.
- Successful candidate must comply with all company policies and work rules as stated in the Employee’s Handbook.

This position description does not list all the duties of the position. You may be asked by supervisors or managers to perform other duties. You will be evaluated in part based upon your performance of the tasks listed in this position description. The employer has the right to revise this position description at any time. This position description is not a contract for employment, and either you or the employer may terminate employment at any time, for any reason.

POSITION TITLE: Hydraulic Cylinder Tech I
DEPARTMENT: Hydraulic Cylinder Shop
REPORTS TO: Hydraulic Cylinder Shop Manager

PURPOSE:

To set up and operate conventional and special purpose machines to repair hydraulic cylinders and fabricate metallic and non-metallic parts. Maintain and operate shop equipment and tools, performing quality work, as quickly and efficiently as possible. Sell the company labor and services.

ESSENTIAL FUNCTIONS:

- Must continue to display ability and willingness to perform essential functions of Hydraulic Cylinder Tech Trainee.
 1. Ability to weld and use machinery and power tools to complete simple tasks such as drilling, honing, sawing and polishing.
 2. Manual lathe experience
 3. Keep accurate, easy-to-read records of work performed and materials used.
 4. Maintains safe work habits.
 5. Maintains and cares for all shop tools, machines and equipment.
- Performs other duties as assigned.
- Help maintain cleanliness, neatness and safety of building and work area.

MINIMUM QUALIFICATIONS:

- Communicates in English to receive instructions and acquire parts and tools.
- Moderate physical activity; standing and/or walking for 8 hours per day.
- Requires handling of average to heavy objects up to 50 pounds from floor up 37”.
- Work environment involves some exposure to hazards or physical risks, which require following basic safety precautions.
- The environment is mainly inside but may involve some outdoor activity.
- Work involves moderate exposure to dirt, dust, fumes, smoke, unpleasant odors and loud noises.
- Requires sufficient hand and arm strength to operate normal and large hand tools.
- Physical abilities include reaching above head, twisting, bending, retrieving items from floor, applying a minimum of 15 pounds force while reaching over head.

CONDITIONS OF EMPLOYMENT:

- Successful candidate must submit to post offer, pre-employment physical/drug test.
- Successful candidate must comply with all company policies and work rules as stated in the Employee’s Handbook.

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POSITION TITLE: Hydraulic Cylinder Tech II
DEPARTMENT: Hydraulic Cylinder Shop
REPORTS TO: Hydraulic Cylinder Shop Manager

PURPOSE:

To set up and operate conventional and special purpose machines to repair hydraulic cylinders and fabricate metallic and non-metallic parts. Maintain and operate shop equipment and tools, performing quality work, as quickly and efficiently as possible. Sell the company labor and services.

ESSENTIAL FUNCTIONS:

- Must continue to display ability and willingness to perform essential functions of Hyd. Tech I.
 1. Ability to use precision measuring tools.
 2. Ability to disassemble and evaluate hydraulic cylinders and components.
 3. Ability to identify and measure all types of seals.
 4. Ability to reassemble hydraulic cylinders and components.
 5. Ability to operate simple machinery such as pressure washer, crane, fork lift, grinder, saw, hydraulic press, cutting torch, hone cylinder tubes, etc.
 6. Ability to stick weld and braze.
- Performs other duties as assigned.
- Help maintain cleanliness, neatness and safety of building and work area.

MINIMUM QUALIFICATIONS:

- Communicates in English to receive instructions and acquire parts and tools.
- Moderate physical activity; standing and/or walking for 8 hours per day.
- Requires handling of average to heavy objects up to 50 pounds from floor up 37”.
- Work environment involves some exposure to hazards or physical risks, which require following basic safety precautions.
- The environment is mainly inside but may involve some outdoor activity.
- Work involves moderate exposure to dirt, dust, fumes, smoke, unpleasant odors and loud noises.
- Requires sufficient hand and arm strength to operate normal and large hand tools.
- Physical abilities include reaching above head, twisting, bending, retrieving items from floor, applying a minimum of 15 pounds force while reaching over head.

CONDITIONS OF EMPLOYMENT:

- Successful candidate must submit to post offer, pre-employment physical/drug test.
- Successful candidate must comply with all company policies and work rules as stated in the Employee’s Handbook.

This position description does not list all the duties of the position. You may be asked by supervisors or managers to perform other duties. You will be evaluated in part based upon your performance of the tasks listed in this position description. The employer has the right to revise this position description at any time. This position description is not a contract for employment, and either you or the employer may terminate employment at any time, for any reason.

POSITION TITLE: Hydraulic Cylinder Tech III
DEPARTMENT: Hydraulic Cylinder Shop
REPORTS TO: Hydraulic Cylinder Shop Manager

PURPOSE:

To set up and operate conventional and special purpose machines to repair hydraulic cylinders and fabricate metallic and non-metallic parts. Maintain and operate shop equipment and tools, performing quality work, as quickly and efficiently as possible. Sell the company labor and services.

ESSENTIAL FUNCTIONS:

- Must continue to display ability and willingness to perform essential functions of Hyd. Tech I and Hyd. Tech II.
 1. Ability to perform any job assignment with little or no supervision.
 2. Ability to operate all machinery available.

3. Ability to perform all types of welding.
 4. Ability to identify all parts.
 5. Ability to diagnose hydraulic systems.
- Performs other duties as assigned.
 - Help maintain cleanliness, neatness and safety of building and work area.

MINIMUM QUALIFICATIONS:

- Communicates in English to receive instructions and acquire parts and tools.
- Moderate physical activity; standing and/or walking for 8 hours per day.
- Requires handling of average to heavy objects up to 50 pounds from floor up 37”.
- Work environment involves some exposure to hazards or physical risks, which require following basic safety precautions.
- The environment is mainly inside but may involve some outdoor activity.
- Work involves moderate exposure to dirt, dust, fumes, smoke, unpleasant odors and loud noises.
- Requires sufficient hand and arm strength to operate normal and large hand tools.
- Physical abilities include reaching above head, twisting, bending, retrieving items from floor, applying a minimum of 15 pounds force while reaching over head.

CONDITIONS OF EMPLOYMENT:

- Successful candidate must submit to post offer, pre-employment physical/drug test.
- Successful candidate must comply with all company policies and work rules as stated in the Employee’s Handbook.

This position description does not list all the duties of the position. You may be asked by supervisors or managers to perform other duties. You will be evaluated in part based upon your performance of the tasks listed in this position description. The employer has the right to revise this position description at any time. This position description is not a contract for employment, and either you or the employer may terminate employment at any time, for any reason.

POSITION TITLE: Fabricator Trainee
DEPARTMENT: Fabrication Shop
REPORTS TO: Fabrication Manager

PURPOSE:

To set up and operate conventional and special purpose machines to fabricate metallic and non-metallic parts. Maintain and operate shop equipment and tools, performing quality work, as quickly and efficiently as possible. Sell the company labor and services.

ESSENTIAL FUNCTIONS:

1. Desire to learn skills required to become a Fabricator I.
 2. Ability to read tape measure.
 3. Ability to use basic power tools.
 4. Ability to use simple equipment.
 5. Must have your own tool box and hand tools.
 6. Maintains safe work habits and clean work area.
 7. Maintains and cares for all shop tools, machines and equipment.
- Performs other duties as assigned.
 - Help maintain cleanliness, neatness and safety of building and work area.

MINIMUM QUALIFICATIONS:

- Communicates in English to receive instructions and acquire parts and tools.
- Moderate physical activity; standing and/or walking for 8 hours per day.
- Requires handling of average to heavy objects up to 50 pounds from floor up 37”.
- Work environment involves some exposure to hazards or physical risks, which require following basic safety precautions.
- The environment is mainly inside but may involve some outdoor activity.
- Work involves moderate exposure to dirt, dust, fumes, smoke, unpleasant odors and loud noises.
- Requires sufficient hand and arm strength to operate normal and large hand tools.
- Physical abilities include reaching above head, twisting, bending, retrieving items from floor, applying a minimum of 15 pounds force while reaching over head.

CONDITIONS OF EMPLOYMENT:

Successful candidate must submit to post offer, pre-employment physical/drug test

Successful candidate must comply with all company policies and work rules as stated in the Employee’s Handbook.

This position description does not list all the duties of the position. You may be asked by supervisors or managers to perform other duties. You will be evaluated in part based upon your performance of the tasks listed in this position description. The employer has the right to revise this position description at any time. This position description is not a contract for employment, and either you or the employer may terminate employment at any time, for any reason.

POSITION TITLE: Fabricator I
DEPARTMENT: Fabrication Shop
REPORTS TO: Fabrication Manager

PURPOSE:

To set up and operate conventional and special purpose machines to fabricate metallic and non-metallic parts. Maintain and operate shop equipment and tools, performing quality work, as quickly and efficiently as possible. Sell the company labor and services.

ESSENTIAL FUNCTIONS:

1. Must continue to display ability and willingness to perform essential functions of Fabrication Trainee.
 2. Ability to weld (stick and wire).
 3. Keeps accurate and easy to read records of work performed and materials used, keeping accurate inventory records.
 4. Maintains safe work habits and clean work area.
 5. Maintains and cares for all shop tools, machines and equipment.
 6. Operates machinery to fashion and form materials.
- Performs other duties as assigned.
 - Help maintain cleanliness, neatness and safety of building and work area.

MINIMUM QUALIFICATIONS:

- Communicates in English to receive instructions and acquire parts and tools.

- Moderate physical activity; standing and/or walking for 8 hours per day.
- Requires handling of average to heavy objects up to 50 pounds from floor up 37”.
- Work environment involves some exposure to hazards or physical risks, which require following basic safety precautions.
- The environment is mainly inside but may involve some outdoor activity.
- Work involves moderate exposure to dirt, dust, fumes, smoke, unpleasant odors and loud noises.
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CONDITIONS OF EMPLOYMENT:

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POSITION TITLE: Fabricator II
DEPARTMENT: Fabrication Shop
REPORTS TO: Fabrication Manager

PURPOSE:

To set up and operate conventional and special purpose machines to fabricate metallic and non-metallic parts. Maintain and operate shop equipment and tools, performing quality work, as quickly and efficiently as possible. Sell the company labor and services.

ESSENTIAL FUNCTIONS:

1. Must continue to display a willingness to perform essential functions of Fab. I.
 2. Studies specifications, blue prints, drawings, or sample prototypes to determine dimensions and tolerances of finished work pieces and set-up required.
 3. Measures and marks dimensions and reference points for subsequent machining.
 4. Selects, secures and aligns die, fixtures and attachments to machine stock.
 5. Calculate and set controls to regulate machining factors and auto controls.
 6. Scans machining process to detect malfunctions and readjust as needed.
 7. Verifies conformance of finished product.
 8. Operates cutting and welding equipment to fashion and form materials.
- Performs other duties as assigned.
 - Help maintain cleanliness, neatness and safety of building and work area.

MINIMUM QUALIFICATIONS:

- Communicates in English to receive instructions and acquire parts and tools.
- Moderate physical activity; standing and/or walking for 8 hours per day.
- Requires handling of average to heavy objects up to 50 pounds from floor up 37”.
- Work environment involves some exposure to hazards or physical risks, which require

- following basic safety precautions.
- The environment is mainly inside but may involve some outdoor activity.
- Work involves moderate exposure to dirt, dust, fumes, smoke, unpleasant odors and loud noises.
- Requires sufficient hand and arm strength to operate normal and large hand tools.
- Physical abilities include reaching above head, twisting, bending, retrieving items from floor, applying a minimum of 15 pounds force while reaching over head.

CONDITIONS OF EMPLOYMENT:

Successful candidate must submit to post offer, pre-employment physical/drug test

Successful candidate must comply with all company policies and work rules as stated in the Employee's Handbook.

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POSITION TITLE: Fabricator III
DEPARTMENT: Fabrication Shop
REPORTS TO: Fabrication Manager

PURPOSE:

To set up and operate conventional and special purpose machines to fabricate metallic and non-metallic parts. Maintain and operate shop equipment and tools, performing quality work, as quickly and efficiently as possible. Sell the company labor and services.

ESSENTIAL FUNCTIONS:

1. Must continue to display a willingness to perform essential functions of Fab. I and Fab. II.
 2. Ability to perform most of the work in the Fabrication Shop without supervision.
 3. Ability to take drawings from customer and do lay-out, produce components and assemble finished product without supervision.
 4. Ability to operate all machines well and safely.
- Performs other duties as assigned.
 - Help maintain cleanliness, neatness and safety of building and work area.

MINIMUM QUALIFICATIONS:

- Communicates in English to receive instructions and acquire parts and tools.
- Moderate physical activity; standing and/or walking for 8 hours per day.
- Requires handling of average to heavy objects up to 50 pounds from floor up 37".
- Work environment involves some exposure to hazards or physical risks, which require following basic safety precautions.
- The environment is mainly inside but may involve some outdoor activity.
- Work involves moderate exposure to dirt, dust, fumes, smoke, unpleasant odors and loud noises.
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- Physical abilities include reaching above head, twisting, bending, retrieving items from floor, applying a minimum of 15 pounds force while reaching over head.

CONDITIONS OF EMPLOYMENT:

Successful candidate must submit to post offer, pre-employment physical/drug test

Successful candidate must comply with all company policies and work rules as stated in the Employee's Handbook.

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POSITION TITLE: Counter Salesperson Trainee
DEPARTMENT: Parts Department
REPORTS TO: Parts Manager
SUPERVISES: None

PURPOSE:

Wait on customers in a courteous and cordial manner and solicit additional sales, charge out merchandise and make necessary entries to the inventory control system, distribute special order parts, receive warranty parts, maintain shelf stock and keep counter clear and neat. Sell parts, labor and whole goods service at all times.

ESSENTIAL FUNCTIONS:

- Desire to learn skills required to become Counter Salesperson I.
- Ability to interact professionally with Wholesale, Over the Counter, or Shop Customers
- Receive and fill telephone orders for parts.
- Fill customer orders from stock.
- Check in and put Inventory in its proper place.
- Call customers when work is completed.
- Place and straighten parts on front Sales Displays.
- Other duties as assigned.

NON-ESSENTIAL FUNCTIONS:

- Any spare time is spent in housekeeping of counters, aisles, shelves, shipping/receiving and warranty areas.
- Willingly attend company functions and meetings, visiting with the customers.

MINIMUM QUALIFICATIONS:

- Ability to understand and follow instructions in English.
- Lift up to 50 pounds.
- Choice of standing, leaning, or sitting while working.
- Computer experience and knowledge using company designated programs.
- The environment is mainly inside, sometimes inventories will be taken outside.

CONDITIONS OF EMPLOYMENT:

Successful candidate must submit to post offer, pre-employment physical/drug test.

Successful candidate must comply with all company policies and work rules as stated in the Employee's Handbook.

This position description does not list all the duties of the position. You may be asked by supervisors or managers to perform other duties. You will be evaluated in part based upon your performance of the tasks listed in this position description. The employer has the right to revise this position description at any time. This position description is not a contract for employment, and either you or the employer may terminate employment at any time, for any reason.

POSITION TITLE: Counter Salesperson I
DEPARTMENT: Parts Department
REPORTS TO: Parts Manager
SUPERVISES: None

PURPOSE:

Wait on customers in a courteous and cordial manner and solicit additional sales, charge out merchandise and make necessary entries to the inventory control system, distribute special order parts, receive warranty parts, maintain shelf stock and keep counter clear and neat. Sell parts, labor and whole goods service at all times.

ESSENTIAL FUNCTIONS:

- Must continue to display ability and willingness to perform essential function of Counter Salesperson Trainee.
- Read Catalogs to look up Seals for Cylinder Shop.
- Pull seals for Cylinder Shop.
- Measure parts using precision instruments.
- Order seals for Shop using desired services (i.e. UPS Red, Blue, Ground, etc.)
- Make Cylinder Shop invoices.
- Receive payment for invoice (cash, check, credit card, on account.)
- Make replacement hydraulic hoses with craftsmanship quality and accuracy.
- Other duties as assigned.

NON-ESSENTIAL FUNCTIONS:

- Any spare time is spent in housekeeping of counters, aisles, shelves, shipping/receiving and warranty areas.
- Willingly attend company functions and meetings, visiting with the customers.

MINIMUM QUALIFICATIONS:

- Ability to understand and follow instructions in English.
- Lift up to 50 pounds.
- Choice of standing, leaning, or sitting while working.
- Computer experience and knowledge using company designated programs.
- The environment is mainly inside, sometimes inventories will be taken outside.

CONDITIONS OF EMPLOYMENT:

Successful candidate must submit to post offer, pre-employment physical/drug test.

Successful candidate must comply with all company policies and work rules as stated in the Employee's Handbook.

This position description does not list all the duties of the position. You may be asked by supervisors or managers to perform other duties. You will be evaluated in part based upon your performance of the tasks listed in this position description. The employer has the right to revise this position description at any time. This position description is not a contract for employment, and either you or the employer may terminate employment at any time, for any reason.

POSITION TITLE: Counter Salesperson II
DEPARTMENT: Parts Department
REPORTS TO: Parts Manager
SUPERVISES: None

PURPOSE:

Wait on customers in a courteous and cordial manner and solicit additional sales, charge out merchandise and make necessary entries to the inventory control system, distribute special order parts, receive warranty parts, maintain shelf stock and keep counter clear and neat. Sell parts, labor and whole goods service at all times.

ESSENTIAL FUNCTIONS:

- Must continue to display ability and willingness to perform requirements of CSP I.
- Ability to locate hard to find seals from different companies.
- Advise customers on substitutions and modifications when identical parts are not available.
- Demonstrate and explain proper function of parts.
- Determine replacement parts needed by using sight of old parts, description, or part numbers.
- Know where to locate part numbers on old parts and determine what company made the part.
- Ability to use all sources to find parts including internet, catalogs, etc.
- Install or do minor repairs of parts.
- Bend, cut, or flare hydraulic tubing to pattern.
- Make brake hoses, stainless and other high performance hoses.
- Replace hose on assemblies that use reusable fittings.
- Punch holes in cylinder cups.
- Knowledgeable of metric adapters and fittings.
- Understand basic valves and types of filters.
- Inventory control using physical count and computer.
- Create new part numbers, purchase orders and receive in orders using computer programs.
- Change selling and cost pricing in computer program to keep up to date.

NON-ESSENTIAL FUNCTIONS:

- Same as Counter Salesperson I.
- Other duties as assigned.

MINIMUM QUALIFICATIONS:

- Ability to understand and follow instructions in English.
- Lift up to 50 pounds.
- Choice of standing, leaning, or sitting while working.
- Computer experience and knowledge using company designated programs.
- The environment is mainly inside, sometimes inventories will be taken outside.

CONDITIONS OF EMPLOYMENT:

Successful candidate must submit to post offer, pre-employment physical/drug test.

Successful candidate must comply with all company policies and work rules as stated in the Employee's Handbook.

This position description does not list all the duties of the position. You may be asked by supervisors or managers to perform other duties. You will be evaluated in part based upon your performance of the tasks listed in this position description. The employer has the right to revise this position description at any time. This position description is not a contract for employment, and either you or the employer may terminate employment at any time, for any reason.

POSITION TITLE: Counter Salesperson III

DEPARTMENT: Parts Department

REPORTS TO: Parts Manager

SUPERVISES: None

PURPOSE:

Wait on customers in a courteous and cordial manner and solicit additional sales, charge out merchandise and make necessary entries to the inventory control system, distribute special order parts, receive warranty parts, maintain shelf stock and keep counter clear and neat. Sell parts, labor and whole goods service at all times.

ESSENTIAL FUNCTIONS:

- Counter Sales Person III must continue to display ability and willingness to perform requirements of Counter Salesperson I and II.
- Ability to train new employees.
- Knowledge of high pressure tools and pumps (Power Team and Enerpac).

- Ability to design a high pressure system from start to finish.
- Ability to read and design hydraulic schematics.
- Ability to figure what GPM and pressures are necessary to produce a certain amount of torque or horsepower with different hydraulic motors.
- Knowledge of remote valving and understanding what type of valving is necessary for different systems. (Example: gear pumps must use open center valving, piston pumps do not).
- Able to help customers determine what is malfunctioning in their hydraulic systems.
- Demonstrate the proper installation procedures for parts that we sell.
- Obtain and keep up with current market conditions and industry developments.
- Other duties as assigned.

NON-ESSENTIAL FUNCTIONS:

- Any spare time is spent in housekeeping of counters, aisles, shelves, shipping/receiving and warranty areas.
- Willingly attend company functions and meetings, visiting with the customers.

MINIMUM QUALIFICATIONS:

- Ability to understand and follow instructions in English.
- Lift up to 50 pounds.
- Choice of standing, leaning, or sitting while working.
- Computer experience and knowledge using company designated programs.
- The environment is mainly inside, sometimes inventories will be taken outside.

CONDITIONS OF EMPLOYMENT:

Successful candidate must submit to post offer, pre-employment physical/drug test.

Successful candidate must comply with all company policies and work rules as stated in the Employee's Handbook.

This position description does not list all the duties of the position. You may be asked by supervisors or managers to perform other duties. You will be evaluated in part based upon your performance of the tasks listed in this position description. The employer has the right to revise this position description at any time. This position description is not a contract for employment, and either you or the employer may terminate employment at any time, for any reason.

POSITION TITLE: Hydraulic Specialist
DEPARTMENT: Parts Department
REPORTS TO: Parts Manager
SUPERVISES: None

PURPOSE:

Analyze, disassemble, repair and reassemble hydraulic components and/or hydraulic systems. Maintain and operate shop equipment and tools, performing quality work as quickly and efficiently as possible. Sell the company labor and services.

ESSENTIAL FUNCTIONS:

- Must have own tool box and hand tools.
- Ability to use hand tools, measuring tools, machinery, and power tools.
- Analyze and determine customer's problems.
- Clean, disassemble, inspect and analyze unit to be repaired.
- Determine needed replacement parts and order.
- Repair, reassemble and test unit to ensure performance.
- Keep accurate, easy to read records of work performed and materials used.
- Maintain cleanliness and safety of work area.
- Maintain and care for all shop tools, machines, and equipment.
- Perform other duties as assigned.

NON-ESSENTIAL FUNCTIONS:

- Same as Hydraulic Cylinder Techs.

MINIMUM QUALIFICATIONS:

- Ability to understand and follow instructions in English.
- Lift up to 50 pounds.
- Choice of standing, leaning, or sitting while working.
- Computer experience and knowledge using company designated programs.
- The environment is inside and outside activity.

CONDITIONS OF EMPLOYMENT:

Successful candidate must submit to post offer, pre-employment physical/drug test.

Successful candidate must comply with all company policies and work rules as stated in the Employee's Handbook.

This position description does not list all the duties of the position. You may be asked by supervisors or managers to perform other duties. You will be evaluated in part based upon your performance of the tasks listed in this position description. The employer has the right to revise this position description at any time. This position description is not a contract for employment, and either you or the employer may terminate employment at any time, for any reason.

POSITION TITLE: Parts Manager
DEPARTMENT: Parts
REPORTS TO: President
SUPERVISES: Counter Salesperson Trainee, I, II, III, Hydraulic Specialist

Purpose:

Manage and direct all aspects of the Parts Department. Co-ordinates work assignments, job duties, schedules and materials necessary to maintain an efficient and productive environment.

ESSENTIAL FUNCTIONS:

- Train all new employees and continue to build on the skill and knowledge of present employees.
- Assign job duties and monitor job performance.
- Interact with customers to quote incoming jobs—price and lead-time, and resolve any complaints.
- Assign work schedules and monitor progress to assure on-time shipping schedules and profitable outcome.
- Enforce all safety regulations and insure cleanliness of the department.
- Enforce all company policies and work rules as stated in the Employee's Handbook.

NON-ESSENTIAL FUNCTIONS:

- Be alert to practices that waste supplies, utilities, time, etc.
- Attend necessary meetings, classes, etc. as assigned by management.
- All other duties as assigned by management.

MINIMUM QUALIFICATIONS:

- Substantial experience in related field.
- Ability to understand and follow instructions in English.
- Lift up to 50 pounds.
- Choice of standing, leaning, or sitting while working, with substantial walking required.
- Computer experience and knowledge using company designated programs.
- The environment is mainly inside, but may involve some outdoor activity.

CONDITIONS OF EMPLOYMENT:

Successful candidate must submit to post offer, pre-employment physical/drug test.

Successful candidate must comply with all company policies and work rules as stated in the Employee's Handbook.

This position description does not list all the duties of the position. You may be asked by the president to perform other duties. You will be evaluated in part based upon your performance of the tasks listed in this position description. The employer has the right to revise this position description at any time. This position description is not a contract for employment, and either you or the employer may terminate employment at any time, for any reason.

POSITION TITLE: Purchasing/Customer Service
DEPARTMENT: Administration
REPORTS TO: Office Manager

PURPOSE:

Answer telephones, input data on computer and perform filing duties. Maintain accurate and on-time reports and records relative to the purchasing functions of the business. Order parts from vendors in a timely manner.

ESSENTIAL FUNCTIONS:

- Answer telephones quickly in a friendly and personable manner.
- Order Job Shop/Cylinder Repair Shop parts and materials.
- Create, process and receive trade purchase orders, assure mark-up of all parts or services and allocate to the correct repair order.
- Create and process expense purchase orders allocating all expenses to the correct department.
- Run parts for all departments as needed.
- Monitor Job Shop inventory/Job Shop Usage Sheets.
- Maintain MSDS Book.
- Keep the office clean, dusted and organized.
- Perform any other duties requested by either the office manager or other department managers.

MINIMUM QUALIFICATIONS:

- Ability to understand and follow instructions in English.
- Lift up to 30 pounds.
- Choice of standing, leaning, or sitting while working.
- Computer experience and literacy to learn new software programs.
- Organizational skills.
- Ability to work predominantly in an inside environment.

CONDITIONS OF EMPLOYMENT:

Successful candidate must submit to post offer, pre-employment physical/drug test.

Successful candidate must comply with all company policies and work rules as stated in the Employee's Handbook.

This position description does not list all the duties of the position. You may be asked by supervisors or managers to perform other duties. You will be evaluated in part based upon your performance of the tasks listed in this position description. The employer has the right to revise this position description at any time. This position description is not a contract for employment, and either you or the employer may terminate employment at any time, for any reason.

POSITION TITLE: Customer Service/Accounts Receivable Clerk

DEPARTMENT: Administration

REPORTS TO: Office Manager

PURPOSE:

Answer telephones, input data on computer and perform filing duties. Maintain accurate and on-time reports and records relative to the accounts receivable and customer service functions of the business. Maintain good working relations with customers.

ESSENTIAL FUNCTIONS:

- Answer telephones quickly in a friendly and personable manner.

- Balance cash drawers daily.
- Make daily bank deposits.
- Create, update, and ship Job Shop invoices, assuring mark-up of all parts or services.
- Notify customers when orders are completed.
- Print invoices daily and mail to customers in a timely manner.
- Print and mail monthly statements.
- Approve and open new customer accounts and assign account numbers.
- Collect past due accounts.
- Keep the office clean, dusted and organized.
- Perform any other duties requested by either the office manager or other department managers.

MINIMUM QUALIFICATIONS:

- Ability to understand and follow instructions in English.
- Lift up to 30 pounds.
- Choice of standing, leaning, or sitting while working.
- Computer experience and literacy to learn new software programs.
- Organizational skills.
- Ability to work predominantly in an inside environment.

CONDITIONS OF EMPLOYMENT:

Successful candidate must submit to post offer, pre-employment physical/drug test.

Successful candidate must comply with all company policies and work rules as stated in the Employee's Handbook.

This position description does not list all the duties of the position. You may be asked by supervisors or managers to perform other duties. You will be evaluated in part based upon your performance of the tasks listed in this position description. The employer has the right to revise this position description at any time. This position description is not a contract for employment, and either you or the employer may terminate employment at any time, for any reason.

POSITION TITLE: Administrative-Mfg/Accounts Payable Clerk
DEPARTMENT: Administration
REPORTS TO: President/Fabrication Manager/Office Manager

PURPOSE:

Answer telephones, input data on computer and perform filing duties. Maintain accurate and on-time reports and records relative to the administrative functions of the Mfg department and accounts payable functions of the business. Order parts from and pay vendors in a timely manner.

ESSENTIAL FUNCTIONS:

- Answer telephones quickly in a friendly and personable manner.
- Create, update, and ship Mfg invoices, assuring mark-up of all parts or services.
- Notify customers when orders are completed.
- Order Mfg parts and materials.
- Create, process and receive Mfg trade purchase orders, assure mark-up of all parts or services and allocate to the correct repair order
- Create and process Mfg expense purchase orders.
- Process and pay all invoices, allocating all expenses to the correct departments.
- Maintain accounts payable and purchasing files.
- Keep office clean, dusted and organized.
- Perform any other duties requested by either the office manager or other department managers.

MINIMUM QUALIFICATIONS:

- Ability to understand and follow instructions in English.
- Lift up to 30 pounds.
- Choice of standing, leaning, or sitting while working.
- Computer experience and literacy to learn new software programs including but not limited to Business Works, AutoCAD, FastCam and FastNest.
- Organizational skills.
- Ability to work predominantly in an inside environment.

CONDITIONS OF EMPLOYMENT:

Successful candidate must submit to post offer, pre-employment physical/drug test.

Successful candidate must comply with all company policies and work rules as stated in the Employee's Handbook.

This position description does not list all the duties of the position. You may be asked by supervisors or managers to perform other duties. You will be evaluated in part based upon your performance of the tasks listed in this position description. The employer has the right to revise this position description at any time. This position description is not a contract for employment, and either you or the employer may terminate employment at any time, for any reason.

POSITION TITLE: Fabrication Manager
DEPARTMENT: Fabrication
REPORTS TO: President
SUPERVISES: Fabricator Trainee, Fabricator I, Fabricator II, Fabricator III

PURPOSE:

Manage and direct all aspects of the Fabrication Dept. Co-ordinates work assignments, job duties, schedules and materials necessary to maintain an efficient and productive environment.

ESSENTIAL FUNCTIONS:

- Train all new employees and continue to build on the skill and knowledge of present employees.
- Assign job duties and monitor job performance.
- Interact with customers to quote incoming jobs--price and lead-time, and resolve any complaints.
- Assign work schedules and monitor progress to assure on-time shipping schedules and profitable outcome.
- Enforce all safety regulations and insure cleanliness of the department.
- Enforce all company policies and work rules as stated in the Employee's Handbook.

NON-ESSENTIAL FUNCTIONS:

- Be alert to practices that waste supplies, utilities, time, etc.
- Attend necessary meetings, classes, etc. as assigned by management.
- All other duties as assigned by management.

MINIMUM QUALIFICATIONS:

- Substantial experience in related field.
- Ability to understand and follow instructions in English.
- Lift up to 50 pounds.
- Choice of standing, leaning, or sitting while working, with substantial walking required.
- Computer experience and knowledge using company designated programs.
- The environment is mainly inside, but may involve some outdoor activity.

CONDITIONS OF EMPLOYMENT:

Successful candidate must submit to post offer, pre-employment physical/drug test.

Successful candidate must comply with all company policies and work rules as stated in the Employee's Handbook.

This position description does not list all the duties of the position. You may be asked by the president to perform other duties. You will be evaluated in part based upon your performance of the tasks listed in this position description. The employer has the right to revise this position description at any time. This position description is not a contract for employment, and either you or the employer may terminate employment at any time, for any reason.

POSITION TITLE: Machine Shop Manager

DEPARTMENT: Machine Shop

REPORTS TO: President

SUPERVISES: Machinist Trainee, Machinist I, Machinist II, Machinist III

PURPOSE:

Manage and direct all aspects of the Machine Shop Dept. Co-ordinates work assignments, job duties, schedules and materials necessary to maintain an efficient and productive environment.

ESSENTIAL FUNCTIONS:

- Train all new employees and continue to build on the skill and knowledge of present employees.

- Assign job duties and monitor job performance.
- Interact with customers to quote incoming jobs--price and lead-time, and resolve any complaints.
- Assign work schedules and monitor progress to assure on-time shipping schedules and profitable outcome.
- Enforce all safety regulations and insure cleanliness of the department.
- Enforce all company policies and work rules as stated in the Employee's Handbook.

NON-ESSENTIAL FUNCTIONS:

- Be alert to practices that waste supplies, utilities, time, etc.
- Attend necessary meetings, classes, etc. as assigned by management.
- All other duties as assigned by management.

MINIMUM QUALIFICATIONS:

- Substantial experience in related field.
- Ability to understand and follow instructions in English.
- Lift up to 50 pounds.
- Choice of standing, leaning, or sitting while working, with substantial walking required.
- Computer experience and knowledge using company designated programs.
- The environment is mainly inside, but may involve some outdoor activity.

CONDITIONS OF EMPLOYMENT:

Successful candidate must submit to post offer, pre-employment physical/drug test.

Successful candidate must comply with all company policies and work rules as stated in the Employee's Handbook.

This position description does not list all the duties of the position. You may be asked by the president to perform other duties. You will be evaluated in part based upon your performance of the tasks listed in this position description. The employer has the right to revise this position description at any time. This position description is not a contract for employment, and either you or the employer may terminate employment at any time, for any reason.

POSITION TITLE: Hydraulic Cylinder Shop Manager
DEPARTMENT: Hydraulic Cylinder Shop
REPORTS TO: President
SUPERVISES: Hydraulic Cylinder Tech Trainee, I, II, III

PURPOSE:

Manage and direct all aspects of the Hydraulic Cylinder Shop Dept. Co-ordinates work assignments, job duties, schedules and materials necessary to maintain an efficient and productive environment.

ESSENTIAL FUNCTIONS:

- Train all new employees and continue to build on the skill and knowledge of present employees.
- Assign job duties and monitor job performance.
- Interact with customers to quote incoming jobs--price and lead-time, and resolve any complaints..
- Assign work schedules and monitor progress to assure on-time shipping schedules and profitable outcome.
- Enforce all safety regulations and insure cleanliness of the department.
- Enforce all company policies and work rules as stated in the Employee's Handbook.

NON-ESSENTIAL FUNCTIONS:

- Be alert to practices that waste supplies, utilities, time, etc.
- Attend necessary meetings, classes, etc. as assigned by management.
- All other duties as assigned by management.

MINIMUM QUALIFICATIONS:

- Substantial experience in related field.
- Ability to understand and follow instructions in English.
- Lift up to 50 pounds.
- Choice of standing, leaning, or sitting while working, with substantial walking required.
- Computer experience and knowledge using company designated programs.
- The environment is mainly inside, but may involve some outdoor activity.

CONDITIONS OF EMPLOYMENT:

Successful candidate must submit to post offer, pre-employment physical/drug test.

Successful candidate must comply with all company policies and work rules as stated in the Employee's Handbook.

This position description does not list all the duties of the position. You may be asked by the president to perform other duties. You will be evaluated in part based upon your performance of the tasks listed in this position description. The employer has the right to revise this position description at any time. This position description is not a contract for employment, and either you or the employer may terminate employment at any time, for any reason.

POSITION TITLE: Office Manager/ HR Director

DEPARTMENT: Human Resources and Accounting

REPORTS TO: President

SUPERVISES: Customer Service/Accounts Receivable & Purchasing/Accounts Payable

PURPOSE:

Manages and controls the daily functions of the business. Provide financial reports of all activities in an efficient manner that insures maximum profits for the business. Co-ordinate activities and cooperate with other departments of the business to achieve smooth and timely operations. Recruiting and hiring of all applicants; all aspects of employee benefit administration.

ESSENTIAL FUNCTIONS:

- Prepare and maintain payroll and pension disbursements.
- Protect and conserve the cash in the business.
- Prepare monthly financial/cash flow reports as early as possible.
- Oversee Accounts Receivable, Customer Service, Accounts Payable, and Purchasing.
- Work with other department managers to insure the level of inventory is actual and located on the company lot.
- Keep paper flow moving and assist other managers in the location of needed information.
- Control administrative expenses.
- Keep tax and insurance records up-to-date. File tax reports and submit insurance claims on a timely basis.
- Recruit; interview and hiring of new employees
- Develop job descriptions
- Manage safety program
- Produce monthly/quarterly employee newsletters
- All aspects of Employee Benefit Administration
- Plan and coordinate employee outings
- Employee training of software and updates or processes

- Produce and maintain employee handbook
- Maintain employee file(s)
- Maintain office equipment, phone system, and computer system to insure operations.

NON-ESSENTIAL FUNCTIONS:

- Maintain a positive image for the company.
- Solve problems rather than live with them.
- Attend necessary meetings, classes, etc. as assigned by management.
- Active member of SAHRA and MAM Organizations
- All other duties as assigned by management.

MINIMUM QUALIFICATIONS:

- Substantial experience in related field.
- Ability to understand and follow instructions in English.
- Lift up to 30 pounds.
- Choice of standing, leaning, or sitting while working.
- Computer experience and knowledge using company designated programs.
- Environment is predominantly inside.

CONDITIONS OF EMPLOYMENT:

Successful candidate must submit to post offer, pre-employment physical/drug test.

Successful candidate must comply with all company policies and work rules as stated in the Employee's Handbook.

This position description does not list all the duties of the position. You may be asked by the president to perform other duties. You will be evaluated in part based upon your performance of the tasks listed in this position description. The employer has the right to revise this position description at any time. This position description is not a contract for employment, and either you or the employer may terminate employment at any time, for any reason.

**POSITION DESCRIPTION:
Instructions and Explanation**

POSITION TITLE:

Title: Tool Room Attendant
Department: Machine Shop
Reports to: Machine Shop Manager
Supervises: N/A

PURPOSE:

Oversees the tool room and its functions. Responsible for issuing tools and parts to employees in all departments. Maintain inventory in the tool room. Order tools and supplies. Operate fork-lift when needed. Maintain housekeeping needs in one building.

ESSENTIAL FUNCTIONS:

Basic knowledge of tools and small hardware. Good organization skills. Must be able to stand for long periods and walk throughout the day. Moderate lifting may be required at times. Must be able to operate a fork-lift to assist in loading and unloading. Maintaining clean floors(sweeping), and trash removal. Knowledge of tools needed in machining is a plus.

NON-ESSENTIAL FUNCTIONS:

Running errands for parts or supplies as needed. May be asked to assist machinists with jobs when required. Any other miscellaneous jobs the managers may assign.

MINIMUM QUALIFICATIONS:

The following are required to enable position holders to perform the primary tasks of the position:

1. Good communication/pennmanship
2. High School diploma or equivalent
3. Standing for long periods, walking
4. Moderate lifting
5. Attention to detail
6. Work Environment can be loud at times
7. Valid driver's license is required

This position description does not list all the duties of the position. You may be asked by supervisors or managers to perform other duties. You will be evaluated in part based upon your performance of the tasks listed in this position description. The employer has the right to revise this position description at any time. The position description is not a contract for employment, and either you or the employer may terminate employment at any time, for any reason.