

JONES SIGN

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Jones Sign, Inc. Job Description

Position: Fabricator

Reports To: Production Supervisor

FLSA Status:

Drafted/Revised: 09/09/2016

Job Summary:

Duties and Expectations:

- Fabricate and weld of sign cabinets in aluminum or steel material
- Wire the electrical lighting for a variety of different sign cabinets
- Operate shears, brake, radial arm saw, iron worker, torch and plasma torch, jib cranes, and other miscellaneous hand tools
- Stretch flex material on to sign frames or awning frames
- Weld steel pools, anchor bolt cages or aluminum poles
- Miscellaneous duties such as: grinding, sanding, gluing, hole punching, sheeting, torching, clipping flex faces, and priming steel frames
- Any other work assigned by the Production Supervisor
- All work to be performed according to work order specifications
- Product to be built with quality
 - o Clean welds
 - o Ground and even radius corners
 - o Trim matching up with mitered 45 degreed corners
 - o UL-48 specifications adhered to on all electrical product manufactured
 - o Signs cleaned and ready for the Paint Department
- All inventoried material used per job must be recorded to the proper job
- Time cards are to be filled out properly according to time card procedures
- Fabrication cell is to be kept clean, neat and orderly at all times
- Perform daily, weekly, and monthly maintenance on your welder and any other equipment that you are responsible.
- Return excess material to the stockroom. Bring the job card to the stockroom with the returned parts so the material can be credited to the proper job
- Safety practices must be applied at all times
 - o Safety glasses and steel tipped work boots must be worn at all times. Welding goggles, full-face guard, and gloves must be worn when needed on certain operations.
 - o Must use hold-downs on the radial arm saw

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Education, Experience Or Specific Skills:

- Trade school degree
- (1) year of welding experience preferably with certification
- (3) years in sheet metal/ steel fabrication industry
- Electrical background
- Ability to read blueprints
- Experience in operating a forklift
- Custom work background
- Be familiar with the operation of: sheet metal shears, brake, jib cranes and power hand tools

Physical Demands:

Environment and Working Conditions:

Work conditions consist of a manufacturing plant environment with standing, bending, and twisting 90% of the day. Must be able to lift up to 50 lbs on a regular basis.

Work schedule:

Work hours are from 6:00 A.M. to 2:30 P.M. Monday through Thursday, 6:00 A.M. to 12:00 P.M. on Friday. The nature of the position will require the employee to work the necessary hours to successfully complete the job and overall goals of Jones Sign. Overtime will be required.