

Non-Exempt Job Description

Job Title:	Stock Assistant	Salary Grade:	Level 1 Production
Department:	Internals	Reports To:	Internals Team Lead
Prepared By:	FALEX	Date:	03/2014

SUMMARY

This position is responsible for assisting in the stock and logistics management of the internal assembly department and for assembling the shipping hardware for finished tower sections. Equipment and processes include Fork Trucks, tele-forkers, large hand tools, pneumatic hand tools, small hand tools.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Maintain a safe, clean and orderly work environment by following all safety protocols and performing routine housekeeping and workplace organization.
2. Perform activities of position as outlined in Production Work Instructions and Process Specifications. This includes storing and staging large kits, ladders, platforms, and other materials used in internal assembly.
3. Update MAPICS (Controlling system) with incoming goods, moving stock to order, sending PICK list to transport, report finished items, keep MAPICS stock in accordance with physical stock, Assembly of some internals components.
4. Assemble components according to instructions, drawings and quality requirements.
5. Perform product quality inspections and make corrections as required.
6. Operate material handling equipment, fork trucks, tele-forkers.
7. Ensure that safety and environmental requirements are followed.
1. Replenish assembly consumables.
2. Perform daily maintenance inspections on equipment and correct minor issues.
3. Coordinate with Team Leaders and other production employees to prioritize products to process.

SUPERVISORY RESPONSIBILITIES

This job has no supervisory responsibilities.

EDUCATION and/or MINIMUM QUALIFICATIONS

1. High school diploma or GED
2. 1 year experience in heavy fabrication, assembly, construction, or other related field.
3. Telescopic loader certificate or Fork Truck certificate preferred.
4. Must be able to read and interpret production drawings and technical work instructions.
5. Must be able to use a computer, prior experience with controlling systems a plus.
6. Able to speak, read and understand English.
7. Must pass pre-employment Reading, Math, and Locating Information Assessment.

Job Title:	Fitter	Salary Grade:	Level 2 Production
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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.

1. Frequent awkward positions working at ground level and overhead inside tubes.
2. Frequent use of hand tools such as hand drills, hack saws, ratchets, torque wrenches, hammers, pneumatic drills, angled grinders, come-alongs, mechanical wrenches and various hand tools weighing up to 15 pounds.
3. Frequent standing and walking
4. Frequent lifting and carrying of up to 40 pounds. Occasional lifting of up to 100 pounds.
5. Frequent climbing on/off ladders, stairs, and equipment.
6. Frequent balancing on rounded surfaces (inside of tower section).
7. Occasional kneeling, bending and reaching.
8. Operation of tele-forkers.

WORK ENVIRONMENT

Heavy industrial work environment, loud machine noise from production floor, exposure to cutting torches and grinding sparks from Fabrication present. Exposure to weather, work tasks both indoors and outdoors.

WORKPLACE HAZARD ASSESSMENT

Workplace hazards may include hazardous chemicals, potential for eye injuries from metal or mechanical parts, heavy lifting, or foot injuries from falling objects. Employees in these areas must use safety glasses, hearing protection, and wear steel-toed boots.

MINIMUM TRAINING GUIDELINES

1. Safety Systems
2. Quality Systems
3. Production Work Instructions and Process Specifications
4. On-The-Job Training

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