



**Position Title: Metal Fabricator**

**Position Purpose and Primary Objectives**

The basic function of the metal fabricator is to fabricate metal per the instructions and guidelines given by supervisor and to ensure the quality is as specified

**Department: Production**

**Department Supervisor: Director of operations**

**Employment Status:**  Exempt (salaried) or  Nonexempt (hourly)

**Specific Duties, Functions and Responsibilities of the Job**

- **Fabricate metal**
  - Take and verify field measurements
  - Conceptualize and create layout
  - Fabricate metal as specified
  - Proper operation and maintenance of metal fabricating tools and equipment
  - Maintain metal inventory
  - Deliver fabricated metal to job site
- **Work safely**
  - Abide by all job-site and warehouse safety requirements, including PPE, fall protection and others.
  - Report all situations improperly protected.
  - Refuse to put oneself or others in a situation deemed unsafe by OSHA or company policy.
- **Participate in training**
  - Participate in safety meetings.
  - Attend all companywide training events.
  - Participate in manufacturer system-specific training.
  - Participate in all other training as assigned.
  - Forklift specific training
- **Deliver excellent quality and customer satisfaction**
  - Perform work according to company standards.
  - Collaborate with the assigned crew and work for the benefit of all.

**Required Knowledge, Skills, and Abilities**

**Work Skills – Metal fabricator must exhibit technical skills necessary to perform metal fabrication tasks.**

**Metal fabrication** – the ability to fabricate the following correctly:

- Flat Roofing Edge Metals
- Sheet Metal Roofing Accessories

**Attention to detail** – the ability to pay attention to quality and safety with a goal of fabricating correctly and working safely and a willingness to make improvements

**Language skills** - ability to read, analyze and interpret work-related documents

- Written instructions
- Regulatory bodies (i.e. OSHA, DOT)
- Work-related documents

**Oral communication**

- Speaks in a clear and professional manner
- Participates in meetings

**Written communication**

- Able to read and interpret written information
- Writes legibly and informatively
- Writes in a clear and professional manner

**Mathematical skills** – ability to use mathematical skills relevant to level of service: Add, subtract, multiply, divide in all units of measure, using whole numbers, common fractions, and decimals

**Quality**

- Demonstrates accuracy, thoroughness and attention to detail
- Looks for ways to improve and promote quality
- Monitors work and positive feedback to improve performance

**Cost consciousness**

- Protects and conserves company resources
- Works within approved budget

**Safety and security** – ability to observe safety and security procedures and use equipment and materials properly and effectively

- Observes safety and security procedures
- Reports and/or corrects potentially unsafe conditions
- Uses equipment and materials properly and effectively

**Productivity** – demonstrate the ability to meet and exceed standards and works quickly and accurately

**Relational Interaction– Metal fabricator must be able to work effectively with people.****Problem solving**

- Ability to apply common sense understanding to carry out instructions furnished in written, oral, or graphic form
- Gathers and analyzes information skillfully
- Identifies and resolves problems in a timely manner

**Leadership, Management and Teamwork – A metal fabricator must be able to work well with others and within a company system.**

**Leadership** – able to exert informal leadership with individuals at all levels of a company as well as customers, vendors, manufacturers, suppliers and distributors

- Encourage growth in co-workers
- Makes self available to crews and staff

**Management** – ability to juggle schedules, details and outcomes

- Good at multitasking to complete task in a timely manner
- Organize or schedule other people and their tasks

**Teamwork** – ability to work with others to accomplish goals; balances team and individual responsibilities; gives and welcomes feedback

- Ability to build morale and group commitments to goals and objectives
- Balances team and individual responsibilities
- Open communication
- Provided positive feedback

**Education and Experience**

#### Essential

- Two years of architectural sheet metal production experience or equivalent
- Ability to work 8-hour shifts, weekdays and occasional weekends when job schedule requires

#### Preferred

- 3-5 years of experience
- Driver's license
- CDL
- OSHA 10-hour or 30-hour card
- CERTA
- First Aid/CPR
- Forklift

#### **Necessary Tools**

- Utility knife with straight and hook blades
- 16-foot (or longer) tape measure
- Tin snips
- Appropriate footwear