



JOB DESCRIPTION

Job Title	Department Name	Location/ office	Date Updated
Machine Builder	Mechanical Shop		5/17/2011
This position reports to:			

PART A: Major Function Describe the overall purpose and end results of this position.
Assembly and test of automated equipment.

% Time Spent Total = 100%	PART B: Specific Duties In order of priority, list the essential duties and responsibilities of this position, the percentage of time spent on each, and key performance measures.
Varies	<p>A. Job Description Assemble equipment with little or no supervision. Work closely with PM, Designers to be as efficient as possible. Take control, forward planning, make sure you have everything you need ahead of time. Plan how equipment will be shipped. Submit sketch for pallet or crate. Direct and assist others on your project. Make sure all milestones are met and paperwork is completed & signed off.</p> <p>B. Service Respect the customer and employees Thorough reports, typed and sent to customer for signature. Complete breakdown of service performed.</p> <p>C. New Responsibilities (Sales) Actively participate in all interactions with the customer 1. Machine qualification, gage R&R, Cpk study 2. Sound level testing & documentation. 3. Guarding & safety testing. 4. Debug, provide solutions, suggestions for improvements. 5. Update masters (extremely important) 6. Know your equipment inside & out, including operators panel Assist in the writing of service manuals. Pursue future work with customer.</p>

	<p>D. Housekeeping</p> <ul style="list-style-type: none"> Wear uniforms, without paint, holes, etc. everyday Safety Glasses Keep your area neat & organized Put tools away @ the end of the day No tools on tabletops without cardboard or rags to protect the surface Cover panel box tops to stop scratches Keep feet off tubing (painted surfaces) Empty job shelves Give unused purchased components to Bob Foltz Discard boxes, etc. Return tools to where they belong After unloading pallets from truck put product where it belongs, place empty pallet outside. Place product on bench next to machine.

List Additional Duties/Responsibilities:

1. Other duties as assigned
- 2.

<p>PART C: Management Ability/ Skills Describe the overall management skills necessary to be successful</p>

List the Titles of This Position's Direct Reports:

Total Direct Reports	

Knowledge, Skills and Experience Focus On What A Candidate Knows.

<p>PART C- I: Qualifications Education /License/ Certification required for this position</p>
HS/OR AAS or higher

<p>PART C – II: Qualifications Experience required for this position</p>
5 plus years of experience machine building

PART C – III: Qualifications
Skills & Knowledge required for this position:

Computer / Technical Skills:	
	Basic MS

PART D – I: ACTION - ORIENTED COMPETENCIES

Competencies focus on how they utilize Skills & Knowledge

List the top 3-5 competencies that are associated with performing at a superior level.

Example: results driven, planning & organizing, delegating, etc.

PART D – II: INTERPERSONAL COMPETENCIES

Competencies focus on how they utilize Skills & Knowledge

List the top 3-5 competencies that are associated with performing at a superior level.

Example: building customer relationships, ethical behavior, strong communication, etc

PART D –III: INTELLECTUAL COMPETENCIES

Competencies focus on how they utilize Skills & Knowledge

List the top 3-5 competencies that are associated with performing at a superior level.

Example: analyzing problems, thinking creatively, developing strategies, etc.

SOCIAL SKILLS

The capability of an individual to work effectively with others while driving business goals and objectives is called social skills or emotional intelligence. There are four main fundamental characteristics of social skills.

For this specific job list the level of social skill required to be successful.

H - High
M - Medium
L - Low

SOCIAL INTELLIGENCE: understanding methods of influencing perceptions and behaviors of others

h

SELF - CONTROL: being able to control our emotions and actions especially under stress.

h

SELF- AWARENESS: Monitoring how our actions affect the behavior of others

h

SENSITIVITY TO OTHERS: showing concern toward the needs and feelings of others

h

ADA Requirements: To comply with the Americans with Disabilities Act of 1990 (ADA), which prohibits discrimination against qualified individuals on the basis of disability, it is necessary to specify the physical, mental and environmental conditions of the Essential Duties of the Job.

Use these codes to complete this section: “F” for frequently; “O” for occasionally; “N” for never.

<u>PHYSICAL</u>	<u>MENTAL</u>	<u>ENVIRONMENTAL</u>
On the job the employee must: Bend <input type="checkbox"/> Sit <input type="checkbox"/> Squat <input type="checkbox"/> Stand <input type="checkbox"/> Crawl <input type="checkbox"/> Walk <input type="checkbox"/> Climb <input type="checkbox"/> Push/Pull <input type="checkbox"/> Kneel <input type="checkbox"/> Handle objects (manual dexterity) <input type="checkbox"/> Reach above shoulder level <input type="checkbox"/> Use fine finger movements <input type="checkbox"/> Other: [] Must carry/lift loads of: Light (up to 25 lbs.) <input type="checkbox"/> Moderate (25-50 lbs.) <input type="checkbox"/> Heavy (over 50 lbs.) <input type="checkbox"/>	On the job the employee must be able to: Read/Comprehend <input type="checkbox"/> Write <input type="checkbox"/> Perform calculations <input type="checkbox"/> Communicate orally <input type="checkbox"/> Reason and analyze <input type="checkbox"/> Other: []	On the job the employee: Is exposed to excessive noise <input type="checkbox"/> Is around moving machinery <input type="checkbox"/> Is exposed to marked changes in temperature and/or humidity <input type="checkbox"/> Is exposed to dust, fumes, gases, radiation, microwave (circle) <input type="checkbox"/> Drives motorized equipment <input type="checkbox"/> Works in confined quarters <input type="checkbox"/> Other: []