



Job Title: Sheet Metal Mechanic-Level II

Department: Sheet Metal

Reports: Fabrication and Welding Manager

Education: High School diploma or equivalent; trade/vocational school or apprenticeship.

Experience: Minimum 4-7 years of experience in sheet metal fabrication or related field.

Sheet Metal Mechanic-Level II reports to the Fabrication and Welding Manager and takes work direction and priorities from him. This position requires, with some supervision, setting up and operating metal fabricating machines for use with metal and non-metal materials according to requirements and specifications called out by the blueprints and/or job routers. This position also involves monitoring process and support efforts for continuous improvement in all areas of manufacturing.

Duties and responsibilities:

- Reads and interprets blueprints, engineering specifications, and job orders to determine machine setup, production methods and sequence of operations.
- Selects, positions, and secures dies, punches, blades, cutters and fixtures onto machine using rule, square, shims, templates, hand tools and or built -in gauges.
- Positions and clamps or programs stops, guides.
- Adjusts controls to set and regulate machine factors, such as pressure and depth of stroke, adjustment rolls, blade angle and machine speed.
- Locates and marks cutting, bending lines and/or reference points on workpiece using instruments, such as scribe, rule, calipers, height gauge, compass, protractor or by tracing from templates.
- Positions workpiece against stops and guides or aligns layout marks with dies, punches or cutting blades manually or using hoist.
- Starts machine and observes machine operation to reposition workpiece, change tooling and/or adjust machine settings for multiple or successive passes.
- Loads and unloads material, parts or products onto or from pallets, skids or trucks manually or using hoist.
- Remove burrs, nibble marks and surface blemishes using file, deburr tool, sandpaper, disc sander, orbital sander, power buffer to provide finishes required by the blueprint or standards.
- Cuts, grinds or files workpieces to layout lines.
- Runs operation to insure enough parts are made to fill job order quantity requirement.
- Completes operation and insures to wand out correct information
- Inspects or measures work using rule, calipers, gauges and/or templates
- Moves job order to the next operation staging area using pallet mover or work carts



Job Description

- May be required to drive forklift.
- Performs scheduled preventive maintenance on machine
- Removes metal chips and shavings from surfaces of machine using rag or air hose and wipes surfaces of machines with rags to remove excess oil.
- Cleans around work areas using broom and shovel
- Places shavings, chips and scrap materials in appropriate scrap bins for resale.
- Communicates with co-workers, leads and supervisor to receive instructions and coordinate activities.
- Reports all problems or inconsistencies to the manager.
- Follows company policies and proper safety practices.
- Follows the proper procedures to assure compliance with the requirements of each job.
- Uses good shop practices to assure the accuracy and quality required for the jobs.

Experience and Skills Required:

- Minimum 4-7 years of experience in sheet metal fabrication or related field.
- Must have working knowledge of and be proficient using all sheet metal and fabrication equipment and machines.
- Must be proficient in reading and interpreting work orders (internal and external), customer specifications, drawings, tolerances and manuals.
- Working knowledge of computers
- Works with minimal instruction making decisions related to job.
- Demonstrates good written and verbal communication skills.
- Ability to work independently and on a team.

Licenses Required:

- Driver's license and fork truck license (preferred)

Physical Demands:

- Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Must be in good physical condition and be able to stand, walk, sit, reach with hands and arms, and stoop, kneel, crouch or crawl.
- Frequently required to use hands to: finger, handle or feel objects, tools, or controls.
- Constantly required to exert up to 10 lbs. of force constantly to lift and/or move objects
- Frequently required to exert 10 to 25 lbs. of force frequently to lift and/or move objects
- Occasionally required to exert 20 to 50 lbs. of force occasionally to move and/or lift objects



Visual Acuity:

- Specific vision abilities required by job include close vision, color vision, peripheral vision and the ability to adjust focus.

Hearing Ability:

- Ability to monitor machine sounds to identify and diagnose changes in order to take appropriate action.

Working Conditions:

- High noise levels from operating machines
- Physical hazards from moving equipment and machine parts
- Breathing fumes, dust, and mist
- Skin exposure to oils and cutting fluid

This job description is a summary of the job duties and requirements that are essential to the evaluation of the job. It is not intended to be complete in detail. Individuals classified in the job are expected to perform all the details involved. The employee may be required to follow other job-related instructions and to perform other job-related duties as requested, subject to all applicable state and federal laws.

I have received my job description and understand that I will be evaluated on the requirements set forth therein.

Signature: _____ Date: _____