



Job Title: Sheetmetal Technician	Reports To: Supervisor- Precision Manufacturing
Department: Precision Manufacturing	FLSA Status: Non-exempt
Date: May 2013	EEO Code: Job Group Code:

Position Overview: The position progresses through two levels of Sheetmetal Fabrication. Each level progresses through mastering additional technologies/processes. The technologies are grouped as follows: Equipment Operator, Set up and precision measure as well as inventory control. Proficiency in each technology is attained when the associate is able to safely set up and efficiently produce quality product for the given technology/process.

Essential Job Functions for all levels:

- Lead and/or participate in Continuous Improvement activities, to include: 6S, Kaizen Events, Team Building, and Training.
- Perform basic preventative maintenance on equipment, Total Productive Maintenance (TPM).
- Utilize IT hardware (keyboard, screen) to access and use M2M shop floor manager for the purposes of tracking labor, issuing materials, routing Job Orders (JO's) through the operations.
- Participate in teaming activities, meetings and make suggestions to improve the flow of work, reduce set-up and run times.
- Handle/move/count/issue/request- raw materials, work in process, and finished goods.
- Inspect work area and finished product for Foreign Object Debris (FOD).
- Inspect parts to print specifications.
- Fill out job order travelers and set up sheets.
- Be on the alert for Foreign Object Debris.

Essential Job Functions for Technologies/Processes:

Level I- Equipment Operator

- **Operate the following fabrication equipment:**
 - Cut off saws (Ferrous and non-ferrous)
 - Shear
 - V Notcher
 - Grinders
 - Press Brakes

- Routers
- Trim, file, grind, deburr, buff and smooth surfaces using hand or power tools.

Level II- Set up, Precision Measure, Inventory Control

- Sets up the Fabrication equipment shown at Level I.
- Determine project requirements, including scope, required methods and materials, according to blueprints, drawings, and written or verbal instructions.
- Lay out, measure, and mark dimensions and reference lines on material, according to drawings or templates, using calculators, scribes, calipers, dividers, squares, and rulers.
- Select gauges and types of sheet metal to use according to specifications that include brass, copper, aluminum, invar, steel, stainless steel.
- Control certified inventory: sort, store raw materials, access and work with M2M software modules.
- Specify, order and organize tools.

Non-essential Job Functions

- Develop specifications from general description and draw sketch of part or product to be fabricated.
- Confer with engineers, production personnel, programmers or others to resolve machining or assembly problems.
- Could participate in first aid program.
- Could operate, facilitate training, and/or certify others in forklift use.
- Performs other related duties, as assigned.

Requirements

Education/Experience:

- High School diploma, GED or equivalent and 2+ years experience in a manufacturing support function.

Qualifications:

- To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
 - Ability to read and interpret documents, operating maintenance instructions and procedure manuals.
 - Ability to effectively write reports and correspondence.
 - Ability to speak effectively before employees and management of the organization.

- Ability to add, subtract, multiply, divide, calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference and volume. Apply concepts of basic algebra and geometry.
- Solve complex problems and deals with a variety of concrete variables in situations where only limited standardization exists. Interprets a variety of instructions furnished in written, oral, diagram or schedule form.

Physical Demands:

- **Physical Demands:** The physical demands are representative of those that must be met by an employee to successfully perform the essential functions of this job.

Reasonable accommodations will be made in accordance with federal law to enable individuals with disabilities to perform the essential functions. It is essential that each employee interact with M2 concerning such accommodation to attempt to assure the employee's effectiveness, safety, and health concerns within the meaning of the law.

Work Environment:

- **Work Environment:** The work environment characteristics are representative of those an employee encounters while performing the essential functions of this job.

M2 Global Technology, Ltd. maintains a work environment based on team-based management. All employees are expected to adhere to the philosophies and charter necessary to support and foster a team based environment, including, but not limited to, encouraging and supporting team members when applicable and maintaining a high degree of discipline, respect and trust.

NOTE: This job description is not intended to be all-inclusive. Employee may perform other related duties as required to meet the ongoing needs of the organization.
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