

# **ADVANCED METAL WORKS, INC.**

## **Position Agreement**

**Position Title:** METAL FABRICATOR  
**Reports To:** Foreman and/or Office Manager

The purpose of this Position Agreement is to indicate to employees and prospective employees the expectations which the Company has for performance in this position and to obtain the employee's agreement to use his/her best efforts to meet those expectations. This Agreement is not a contract of employment, nor does it modify in any way the "at will" nature of all employment with the Company.

## **The Expectations**

- Shop fabrication jobs and other tasks to which you are assigned are completed on schedule and within the budgeted time frame and number of hours.
- Minimum 1 year experience in metal fabrication
- Specifications on work orders are followed and high quality products are produced.
- You maintain familiarity with all of the machines used in your tasks and can use them all effectively.
- You utilize all of the training opportunities offered by the company in order to increase your skills and your value to the company.
- You pursue certification in the skill areas where it is available.
- You assist in the training of others according to your ability to do so.
- Through observation of sound safety measures and common sense in performance and dress, you are not involved in any job-related accidents or injuries.
- Machines and equipment you use are properly maintained.
- Your work area and the general shop are kept clean, organized, and uncluttered.
- All paperwork related to your job is readable, accurate, and submitted in a timely manner.
- Your performance indicates you use a high-level of common sense.
- You are careful to follow and observe company procedures at all times.
- You demonstrate punctuality, dependability, dedication, and responsibility in your work.
- You are available to work overtime when you are requested to do so to meet company deadlines.
- You are always alert to ways your performance can be improved.
- You are respected by and have good working relationships with your co-workers.
- In any interaction with non-company personnel, you conduct yourself in a manner which reflects positively on the company.

## **The Ideal Person**

- Is a hard worker, punctual and dependable
- Has a good working knowledge of both field and shop operations
- Is precise and accurate
- Is able to communicate effectively with co-workers and supervisors
- Can think creatively and is good at problem solving
- Is well organized and able to think logically
- Has the ability to interpret specifications, plans, and drawings
- Has the ability to visualize in three dimension – to picture a job as it will be when completed
- Is a self starter, able to work independently or as member of a team
- Has excellent mechanical aptitude
- Has experience in operating the machines and tools used in the trade
- Has some field installation experience
- Has good math skills

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**Metal Fabricator**

- Is physically strong enough to handle the materials and the tools of the trade
- Understands the concept of constructive criticism and is open to receiving it
- Is trainable, open to instruction, and able to apply learning
- Maintains a clean and neat physical appearance

**The Work Environment**

The majority of the time you will be working independently, with the supervision and direction of the Shop Foreman/Shop Manager. Although the work environment and the specific duties are not stressful, this is a fast paced and responsible position. The ability to meet the product quality requirements and the time frames for the production of those products directly impacts the reputation of the company, the ability of the company to acquire repeat business, and the profitability of the company. Maintaining a positive relationship with customers, suppliers and co-workers is an important aspect of the work environment. Direct communications between employees and between employees and management in an attitude of mutual respect is essential. All employees are expected to be supportive of the Mission Statement of the company and to have their job performance be consistent with that Statement.

**The Work Responsibilities Include  
(but are not limited to):**

Utilizing our systems and work methods to accomplish the following:

1. Fabricate sheet metal and other materials according to the specifications provided.
2. Communicate effectively with your supervisor regarding any problem you may have with a job.
3. Learn all the skills which are applicable to the shop operation. These include, but are not limited to, laying out, cutting, forming, welding, grinding, and the use of the machines and equipment required to accomplish these tasks.
4. Train in those skills which you do not have, including obtaining certification in those skills for which it is provided.
5. Clean and maintain the tools and machines.
6. Keep the work area safe, clean, and organized.
7. Assist in all other areas as directed by Shop Foreman or Shop Manager