



**RES Exhibit Services LLC
Job Description (Version 1)**

JOB TITLE: Metal Fabricator

DEPARTMENT: Production

FLSA STATUS: Non-exempt

Updated: June 2013

REPORTS TO: Director of Production

SUMMARY: Responsible for plans, layout, fabrication, assembling, installation, and repair of sheet metal parts, equipment and products. This position requires a strong attention to detail, quality and thoroughness.

Job Results, Essential Functions & Measures

Planning, Layout, Assembly (80%)

- Reads and interprets blueprints, sketches, and product specifications to determine sequence and methods of fabricating, assembling, and installing metal products.
- Selects gauges and type of metal such as steel or aluminum, or nonmetallic material such as plastics or fiberglass; according to product specifications.
- Layout and mark dimensions and reference lines on material to develop and trace patterns of products, parts or uses templates.
- Utilize various types of machinery including, but not limited to, plasma cutters, and pipe benders; to cut, bend, block, form and straighten materials.
- Shape metal material over anvil, block or other form.
- Trim, file, grind, de-burr, and smooth surfaces.
- Weld (TIG/MIG) solders, bolt, rivets, screws, clips, caulks, or bond component parts to assemble products.
- Install assemblies in supportive framework according to blueprints.
- Calculate figures and amounts including discounts, proportions, percentages, area, circumference and volume; apply the concepts of basic algebra and geometry.

Quality, Repair and Maintenance (20%)

- Inspect assemblies and installation for conformance to specifications.
- Repair and maintain metal products.
- Identify and resolve problems in a timely manner and develop alternative solutions where necessary.
- Communicate changes and progress including project timeline and budget; including developing and implementing cost savings measures.

Management Observation:

- Employee clearly understands role and can independently conduct work with little supervision required.
- Employee makes choices with materials that meet the needs of the project minimizing changes and loss of revenue.
- Employee is able to utilize machinery safely and properly to ensure proper operation and control.
- Employee records labor hours correctly on all jobs.
- Employee maintains a clean and organized work area, including shared workspaces.
- Employee conducts work in a timely manner.
- Employee is accurate in calculations.
- Attention to detail is shown in all work.
- Employee learns from errors to avoid repeating similar incidents.

Management Observation:

- Quality measures are ensured at all times.
- Repairs and maintenance are conducted with attention to detail, maintaining records to avoid repeatable incidents.
- Employee communicates necessary changes and progress as required timely.
- Employee provides recommendations regularly and has cost savings measures in mind.

This job description is a summary of the job duties and requirements that represent the general nature and level of work being performed. This description is not intended to limit or in any way modify the right of management to assign, direct and control the work of employees. In addition to the above, all employees are expected to read, understand, and comply with company policies and procedures as noted in the RES Employee Handbook, regulatory expectations, quality and department standards, etc.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

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Job Results, Essential Functions & Measures

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| <ul style="list-style-type: none"> • Meet productivity standards and strive to increase productivity through prioritizing and planning. • Document materials used (and unused) as indicated on blueprints to maintain inventory. | <ul style="list-style-type: none"> • Employee documents changes as required. • Employee properly maintains inventory of company-owned tools. |
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Core Competencies

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| <i>Attention to Detail</i> | <ul style="list-style-type: none"> ➤ Is thorough and precise in accomplishing a task through concern for all the areas involved, no matter how small. Monitor and checks work or information and plans and organizes time and resources efficiently. ➤ Double-checks the accuracy of information and work product to provide accurate and consistent work. |
| <i>Decision-Making</i> | <ul style="list-style-type: none"> ➤ Takes action in solving problems and move situation to closure while exhibiting judgment and a realistic understanding of issues; able to use reason, even when dealing with conflicting ideas. |
| <i>Initiative</i> | <ul style="list-style-type: none"> ➤ Identifies what needs to be done and does it before being asked or before the situation requires it. ➤ Maintains high standards of performance. Exhibits conscientiousness, dedication, self-discipline, and a sense of responsibility. |
| <i>Problem Solving</i> | <ul style="list-style-type: none"> ➤ Undertakes a complex task by breaking it down into manageable parts in a systematic detailed way. |
| <i>Planning & Organizing</i> | <ul style="list-style-type: none"> ➤ Demonstrates effective skill in planning, supervising, monitoring, and accomplishing specific projects. Knows how to organize people, activities, and processes to get things done efficiently and effectively. Identifies appropriate standards and measures. |
| <i>Communication</i> | <ul style="list-style-type: none"> ➤ Thoroughly documents work in writing to provide an audit trail of activity that can be meaningfully referred to later. |

Position Qualifications

| Education & Experience | Mathematical Skills |
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| High School Diploma with 7-10 years of job-related experience preferably in a construction or manufacturing production environment. | Ability to add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions and decimals. Ability to calculate figures and amounts such as proportions, percentages, rates and ratios |
| Other Skills/Experience | Reasoning Ability |
| Must be able to accommodate a rotating work schedule to include nights, weekends and holidays. Must be available to travel as requested. | Ability to apply common sense understanding to carry out detailed written or oral instructions. Ability to deal with problems involving a few concrete variables in standardized situations. |
| Computer Skills | Physical Demands |
| Microsoft Outlook: Basic Skill Level Microsoft Word: Basic Skill Level | While performing the duties of this job, the employee is regularly required to move around, use hands, use feet to walk and drive forklift, stand for long periods of time, and push/pull/lift/move up to 75 pounds unassisted. This position is a working manager position and will conduct tactical daily work. |

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| Language Skills | Work Environment |
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| <p>Ability to read, write and interpret documents in English such as safety rules, operating and maintenance instructions and procedure manuals.</p> <p>Ability to read, analyze and interpret common trade journals, financial reports and legal documents.</p> <p>Ability to respond to common inquiries.</p> | <p>The noise level in the work environment can be loud in production areas. Hearing protection is provided as an optional use. Must comply with safety & dress codes for all production areas. Must follow all safety guidelines as outlined in the RES Safety Manual dated 12/2012.</p> |

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