

COMMERCIAL DOORS, FRAMES & HARDWARE - TOILET PARTITIONS & ACCESSORIES - SUPPLY - ACCESS CONTROLS

HOLLOW METAL DOOR

FABRICATOR

Summary:

Fabricate metal doors accurately to meet specs on production tickets and sales orders.

- Complete work assignments by deadlines
- Place preps accurately, using measurements (Hinges, lock preps, flush bolts, mortise pockets with function holes, light and louver cut outs and width and height cuts.)
- Double check measurements against templates before cutting or welding
- Install lights and louvers
- Read and understand prep templates and drawings. Measure accurately to 1/16"
- Note paperwork and file
- Operate power tools, such as cutting wheels, grinders, power drivers and saws
- Weld as needed
- Finish door surfaces, to include grinding, applying Bondo or primer as needed
- Make sure your work is checked by Quality Control
- Mark doors and put in delivery or will call staging areas
- Advise supervisor if you notice material supply is low
- Stock materials in correct bins
- Assist with quarterly inventory
- Issue inventory adjustment sheets as necessary
- Operate door jack, pallet jack
- Keep work area and warehouse clean and picked up
- Observe safety practices
- Report any safety departures
- Cross train in Timely & Raco area
- Other duties as assigned

Requirements / qualifications:

- Courteous, personable, alert, listens well, communicates well
- cooperative team player
- Possess thorough knowledge of production requirements for door preps
- Possess thorough knowledge of item codes and shop codes
- Read and understand templates and product blueprints
- Use power tools, such as cutting wheels, grinders, saws
- Be able to perform MIG with grinding & finishing of welds
- Read numerical codes without transposing numbers
- Possess good basic math skills: multiply, add, subtract, etc
- Be able to work with measurements and read tape measures to 1/16" accuracy
- Be able to lift 75-100 lbs, repeatedly, throughout day
- Excellent attendance and promptness

These statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. All personnel may be required to perform duties outside of their normal responsibilities from time to time, as needed.

Date Received

Date Approved

Date Approved