

Job Description

Job Title: Signs By Benchmark Assembler/Fabricator

Department: Signs By Benchmark

Reports To: Signs By Benchmark Supervisor

Summary: Using a variety of methods and equipment, prepares parts, assembles/fabricates parts. Cross-trains as backup painter to perform duties such as hard coating, priming and painting of parts and tank pad assembly. Consistently acts as a representative of Signs By Benchmark/ Benchmark Foam by personifying the company's On-Time Delivery Guarantee.

Essential Duties and Responsibilities: 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 duties. Other duties may be assigned.

Follows standardized procedures and instructions to complete work in a timely, cost-efficient manner. Review project plans to determine time frame and procedures/materials to accomplish projects. Studies blueprints or drawings of parts to be constructed or repaired. Plans sequence of cutting and shaping operations. Marks outline or dimensions of parts on material according to blueprint or drawing specifications. Selects and/or matches materials for color, grain or texture.

Sets up and operates woodworking machines such as power saws, etc. Cuts or shapes part to comply with blueprint or drawing specifications. Trims component parts of joints to ensure snug fit. Uses tools such as files and sander to fine finish parts. Bores holes by hand or machine. Glues, fits and clamps parts and subassemblies together to form a complete unit. Uses fasteners into joints at designated places to secure and reinforce. Sands and scrapes surfaces and joints of articles to prepare part for finishing. Dips, brushes or sprays assembled parts with protective or decorative materials, such as urethane, paint and acrylic stucco finishes.

Inspects parts for quality and design compliance. Confers with project personnel to provide technical advice and to resolve problems. Inspects paint and/or trim and/or accessories and ascertains recommended repair procedures. Repairs minor structural damage. Carries out touch up work. Prepares and uses equipment and material for minor repairs. Carries out sanding, buffing and burnishing procedures to prepare part for finishing.

Actively participates in quality control by constantly inspecting parts under production to assure quality products. Helps analyze existing processes, then makes recommendations for improvements as needed.

Follows standardized procedures and instructions to complete work in a timely, cost-efficient manner.

Cross-trains on, then performs back-up painter duties such as: prepares parts for finishing by sanding, cleaning and filling. Carries out masking procedures. Applies color matching techniques. Prepares and maintains spray painting materials and equipment. Uses plural component sprayer to hard coat parts. Uses spray guns to coat parts with primer, paint or other solutions. Repairs minor structural damage. Inspects paint and/or trim and/or accessories and ascertains recommended repair procedures. Prepares and uses equipment and material for minor paint repairs. Carries out paint rectification and touch up work.

Supervisory Responsibilities: This job has no supervisory responsibilities.

Job Specific Competencies:

Education and/or Experience: High school diploma or general education degree (GED); or one to three months related experience and/or training; or equivalent combination and experience.

Language Skills: Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively with employees of organization.

Mathematical Skills: Ability to add and subtract two digit numbers and to multiply and divide with 10's and 100's. Ability to perform these operations using units of U.S. currency, weight, measurement, volume, distance. Ability to perform operations using metric weight, measurement, volume, distance.

Reasoning Ability: Ability to apply common sense to carry out instructions furnished in written, oral, or diagram form. Ability to deal with situations involving several possible solutions.

Computer Skills: To perform this job successfully, an individual should have knowledge of basic computer hardware and software.

Certificates, Licenses, Registrations: National Career Readiness Certificate preferred.

Other Qualifications: Eighteen (18) years of age or older.

Essential Physical Functions: While performing the duties of this job, the employee is regularly required to stand; walk; use hands to finger, handle, or feel; reach with hands and arms and talk or hear. The employee is occasionally required to sit; climb or balance and stoop, kneel, crouch, or crawl. The employee must frequently lift and/or move up to 50 pounds. Occasionally lifting up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

Work Environment: While performing the duties of this job, the employee is regularly exposed to moving mechanical parts. The employee is occasionally exposed to fumes or airborne particles and risk of electrical shock. The noise level in the work environment is usually loud. If required or requested, hearing protection is supplied.

Competencies:

Adaptability - Adapts to changes in the work environment; changes approach or method to best fit the situation; able to deal with frequent change, delays, or unexpected events.

Attendance/Punctuality - Is consistently at work and on time; ensures work responsibilities are covered when absent; arrives at meetings on time.

Dependability - Follows instructions and responds to management direction; takes responsibility for own actions; keeps commitments; commits to working extra hours, when necessary to achieve goals; completes tasks on time or notifies appropriate person with an alternate plan.

Diversity - Shows respect and sensitivity for cultural differences; promotes a harassment-free environment.

Ethics - Treats people with respect; keeps commitments; inspires the trust of others; works ethically and with integrity; upholds organizational values.

Initiative - Volunteers readily; undertakes self-development activities; seeks increased responsibilities; looks for and takes advantage of opportunities; asks for and offers help when needed; motivates others to perform well; effectively influences actions and opinions of others.

Innovation - Displays original thinking, passion, optimism and creativity; meets challenges with resourcefulness; generates suggestions for improving work; develops innovative approaches and ideas; presents ideas and information in a manner that gets others' attention.

Interpersonal Skills - Focuses on solving conflict, not blaming; maintains confidentiality; listens to others without interrupting; keeps emotions under control; remains open to others' ideas and tries new things.

Judgment - Displays willingness to make decisions; exhibits sound and accurate judgment; supports and explains reasoning for decisions; includes appropriate people in decision-making process; makes timely decisions; demonstrates accuracy and thoroughness.

Motivation - Sets and achieves challenging goals; demonstrates persistence and overcomes obstacles; measures self against standard of excellence.

Oral Communication - Speaks clearly and persuasively in positive or negative situations; listens and gets clarification; responds well to questions; participates in meetings.

Organizational Support - Follows policies and procedures; supports organization's goals and values; aligns work with established goals; implements cost-saving measures. Consistently acts as a representative of Benchmark Foam by personifying the company's On-Time Delivery Guarantee.

Planning/Organizing - Prioritizes and plans work activities; develops realistic action plans; sets goals and objectives; uses time efficiently to meet productivity standards; completes tasks accurately and on time; demonstrates accuracy and thoroughness; monitors own work to ensure quality; looks for ways to improve and promote quality.

Problem Solving - Identifies and resolves problems in a timely manner; gathers and analyzes information skillfully; develops alternative solutions; works well in group problem solving situations; uses reason even when dealing with emotional topics.

Professionalism - Approaches others in a tactful manner; reacts well under pressure; treats others with respect and consideration regardless of their status or position; accepts responsibility for own actions.

Safety and Security - Observes safety and security procedures; reports potentially unsafe conditions; uses equipment and materials properly.

Strategic Thinking – Processes information; uses intuition and experience to complement information.

Teamwork - Balances team and individual responsibilities; exhibits objectivity and openness to others' views; contributes to building a positive team spirit; puts success of team above own interests; able to build morale and group commitments to goals and objectives; supports everyone's efforts to succeed; meets commitments; gives and solicits feedback; manages difficult or emotional situations; provides customer service to fellow team members by responding promptly to needs.

Technical Skills - Assesses own strengths and weaknesses; pursues training and development opportunities; strives to continuously build knowledge and skills; shares expertise with others.

Written Communication - Writes clearly and informatively; presents numerical data effectively; able to read and interpret written information.

This document does not constitute an offer of employment or create an employment contract of any kind .Any job offer will not provide a contract other than an at-will relationship between Benchmark Foam Inc. and employee.

Benchmark Foam has reviewed this job description to ensure that essential functions of the position have been included. It is not intended to be construed as an exhaustive list of all functions, responsibilities, skills and abilities. Additional functions and requirements may be assigned by supervisors as deemed appropriate. I have read and understand my responsibilities for this role at Benchmark Foam as noted above, and declare that I am able to perform the essential functions of the position with or without a reasonable accommodation.

Employee Signature: _____

Date: _____

Origination Date: April 2009

Date Revised: April, 2011

Date Revised: November, 2011

Date Revised: February, 2013

Date Revised: March, 2014