

## Job Description

### **Job Title: Coater/Sprayer/Assembler**

**Department:** Signs by Benchmark

**Reports To:** Signs by Benchmark Supervisor

**Summary:** Uses a variety of methods and equipment to prepare parts and may have to use high quality faux painting techniques to hard coat, prime and paint parts. Using a variety of methods and equipment, prepares parts, assembles/fabricates parts. Consistently acts as a representative of Signs by Benchmark/ Benchmark Foam by personifying the company's Core Values of Integrity, Commitment and Excellence and our 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 in the department and as well as other departments may be assigned.

Reviews project plan to determine time frame and procedures/materials to accomplish projects. Prepares parts for finishing by sanding, cleaning, and filling. Carries out masking procedures. Applies color matching techniques. May also have to carry out sanding, buffing and burnishing procedures. This may also include and develop high quality faux painting techniques.

Prepares and maintains spray painting materials and equipment. Uses spray guns to coat parts with primer, paint, or other solutions. Uses plural component sprayer to hard coat parts.

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

Inspects parts for quality and design compliance. Repairs minor structural damage. Inspects paint and/or trim and/or accessories and ascertains recommended repair procedures. Prepares and uses equipment for paint rectification, touch up work and minor paint repairs. Actively participates in quality control by constantly inspecting parts under production to assure quality products.

Confers with project personnel and department lead and lead assistants to provide technical advice and to resolve problems. Analyzes existing processes, then makes recommendations for improvements as needed.

Cross-trains on, then performs assembler/fabricator duties such as: studies blueprints or drawings of parts to be constructed or repaired and marks outline or dimensions of parts on material according to specifications. Plans sequence of cutting and shaping operations. Selects and/or matches materials for color, grain, or texture. Sets up and operates woodworking machines such as power saws, etc. Cuts or shapes parts 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. Inspects parts for quality and design compliance.

**Supervisory Responsibilities:** This job has no supervisory responsibilities.

### **Job Specific Competencies:**

**Education and/or Experience:** Two-year college or technical school preferred; or six months to one-year related experience and/or training; or equivalent combination of education and experience will be sufficient. Are we willing to train someone without this 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 before groups of customers or employees of organization.

**Mathematical Skills:** Ability to work with mathematical concepts such as square footage, board foot measurement, area, radius, and diameter. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

**Reasoning Ability:** Ability to solve practical problems and deal with situations involving a variety of solutions. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

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

**Certificates, Licenses, Registrations:** Current South Dakota Class 1 - Car/Light Truck Driver's License recommended.

**Other Skills and Abilities:** Ability to use carpentry-type tools. Painting experience and use of painting equipment. Possess mechanical and artistic aptitude. Experience with faux finishes such as brick/stone preferred.

**Other Qualifications:** Eighteen (18) years of age or older. Ability to travel on a limited basis.

**Essential Physical Functions:** While performing the duties of this job, the employee is regularly required to use hands to finger, handle, or feel; reach with hands and arms and talk or hear. The employee is frequently required to stand, walk, climb, or balance and stoop, kneel or crouch. The employee is occasionally required to sit or crawl. The employee must occasionally lift and/or move up to 125 pounds with assistance. 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 frequently exposed to moving mechanical parts and fumes or airborne particles, heat, and risk of electrical shock. The employee is occasionally exposed to toxic or caustic chemicals. Employees who are required to wear respirators must complete and pass a medical exam provided by a licensed health care professional before being permitted to wear a respirator on the job. Respirators shall not be worn when facial conditions interfere with the face to facepiece seal or valve function. The noise level in the work environment is usually moderate. 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.***

The Company 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 the Company 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: \_\_\_\_\_

Date Originated: July 2009

Date Revised: November 2011; February 2013; March 2014; January 2021; February 2022