

Job Description – Fabrication Lead

Title:	Fabrication Lead
Department:	Fabrication
Hours:	Full Time
Reports to:	Operations Manager
Direct Subordinates:	Fabricators, Material Handler
Responsibilities	
1.	Maintain tube bending tooling library
a)	Work with Engineering department to identify tooling needs
b)	Monitor tooling and report needs for repair/replacement to Operations Manager
2.	Maintain Fabrication consumables inventory
a)	Identify needs for replacement parts to saws and tube bending equipment
b)	Report needs to Operations Manager
3.	Reviews and stays cognizant of production schedule
4.	Setup saws and tube bending machines
a)	Ensure operators are aware of equipment and tooling requirements and dangers
b)	Test setup quality and repeatability
c)	Verifies that material or parts are in stock and ready for processing
5.	Monitor Fabricators and Material Handler to ensure all policies and procedures are carried out
a)	Required PPE for Fabrication department is used by all operators
b)	Safety procedures are followed
c)	Work Order paperwork is filled out and operator has properly clocked in and out of order
d)	All quality inspections have been carried out and forms are attached to work order
6.	Operate saws and tube benders as required
7.	Complete other related duties as assigned by Operations Manager
Required Skills	
●	Proven fabrication experience
●	Proven manufacturing experience
●	Knowledge of manufacturing systems and procedures
●	Strong time management skills and ability to multi-task and prioritize tasks
●	Attention to detail and problem-solving skills
●	Good written and verbal communication skills
●	Strong organizational and planning skills
●	Punctuality and reliability
●	Ability to work well with others from a variety of occupational backgrounds

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