

# Job Description



*Aerospace Fabrications of GA, Inc.*  
*“Quality and Excellence in Manufacturing”*

## 1.0 FUNCTIONS

This procedure establishes and describes the requirements, reporting relationships, authority, responsibilities, duties and measurements of performance for the functional position of the Heat Treat Operator.

The Heat Treat Operator is responsible for the daily operation of the Heat Treat facility.

## 2.0 REQUIREMENTS

- 2.1 EDUCATION:            Required:            High School Diploma or GED
- Preferred:            Heat Treat operations, metallurgical classes.
- 2.2 EXPERIENCE:        Required:            Two years in Aerospace manufacturing with at least one year in heat treat processing or Aerospace Quality Assurance.
- Preferred:            Two years experience in all phases of Heat Treat operations.
- 2.3 LICENSE:             Required:            A valid driver's license is required for commuting.
- 2.4 SKILLS, KNOWLEDGE, AND ABILITIES:  
Must have knowledge of metal fabrication, basic concepts of heat treatment and tempers of metal and heat treating equipment. Must have the ability to read and interpret procedures and blue prints, basic computer skills, and basic math proficiency, as well as an understanding of basic quality concepts.
- 2.5 PHYSICAL:  
Body Positions: Prolonged standing, walking, and lifting of materials and parts of up to 70 pounds each around heated ovens.  
Body Movements: Carrying, climbing ladders, stacking, reaching, various  
Body senses: Must have good or corrected vision, good or corrected hearing, ability to speak clearly.
- 2.6 MENTAL:  
Requires statistical and analytical knowledge using general business math skills and limited knowledge of computer systems, Ability to meet deadlines and work under rush situations. Language requirements are reading, writing, spelling and the ability to communicate clearly in English language.

- 2.7 **WORKING CONDITIONS:**  
Inside an air-conditioned facility with high temperature ovens.

### **3.0 REPORTING RELATIONSHIPS:**

- 3.1 The Heat Treat Operator reports to the Sr. Manager of Heat Treat.
- 3.2 In the absence of the Sr. Manager of Heat Treat, the Heat Treat Operator will report to the team of Directors.

### **4.0 AUTHORITY**

The Heat Treat Operator receives sufficient authority from, and is accountable to, the Sr. Manager of Heat Treat for the accomplishment of all assigned duties and responsibilities.

### **5.0 DUTIES AND RESPONSIBILITIES**

The principle duties and responsibilities of the Heat Treat Operator include, but are not limited to the following listed below:

- Maintain the items listed on the AFG Daily, weekly, monthly, quarterly, and annual Heat Treat Maintenance Checklist and in procedures and keep on file.
- Receive and organize parts to be heat treated.
- Clean and rack parts according to customer specifications.(may be delegated to heat treat assistant(s))
- Run a weekly System Accuracy Test (SAT).
- Accurately read Vista Planning to determine correct alloy and temper of part to be heat treated.
- Accurately clock in and out on assigned jobs.
- Maintain a clean and safe facility throughout.
- Comfortably migrate through the Wonderware software
- Familiar enough with specs, Vista Planning, Wonderware, etc. to know where to get answers to questions.
- Check and straighten parts that are flat or pre-formed.

- Continuous effort to reduce cycle times while maintaining quality standards.
- Read Vista Planning to determine how to properly quench parts.
- Run monthly Temperature Uniformity Survey (TUS).
- Run monthly Mechanical Properties Test coupons.
- Accurately fill out Heat treat certs with all required information and make sure that all automated information is correct.
- Ensure that quenched parts are rinsed and placed in freezer, if necessary, in the required time frame.
- Properly maintain records of all batches and tests run.
- Maintain accurate count of thermocouple usage on the Thermocouple Usage Report and replace when necessary.
- Maintain accurate records on the Freezer Log.
- Oversee heat treat assistant(s) and ensure they are following AFG procedures.

## **6.0 OTHER JOB CRITERIA**

- Investigating and solving problems.
- Seeking guidance and direction as necessary in the performance of duties.
- Follows company safety rules and all regulations as detailed in the company handbook.
- Maintain cooperative working relationships with company staff and superiors.
- Demonstrates the ability to handle difficult situations with tact.
- Consistently show an ability to recognize and deal with priorities to meet the deadlines associated with time-sensitive work.
- Makes valuable use of time during “dead times”.

- Pursues a continuing education, either formal or informal, to become a more effective AFG employee.
- Does not take excessive time or days off and always provides adequate notification of absences to work in a timely manner.
- Arrives and departs work as scheduled by the Sr. Manager of Heat Treat Operations.
- Performs other duties as assigned by the Sr. Manager of Heat Treat.

## **7.0 PERFORMANCE CRITERIA**

An evaluation of the incumbent's performance, based on the criteria established in this Job Description shall be conducted at a time frame specified by the President.

## **8.0 ACCEPTANCE AND ACKNOWLEDGEMENT**

- 8.1 I have read, reviewed and understand the above job description and believe it to be accurate and complete.
- 8.2 I understand and agree that management retains the right to change this job description at any time and will provide me with written revisions and addendum prior to the installation of the new policies or requirements.
- 8.3 I understand that there are areas that can be delegated to other personnel and that in instances where I exercise that delegation I will remain accountable for those delegated tasks.
- 8.4 I acknowledge I will be evaluated, minimally, on an annual basis with respect to my overall performance.
- 8.5 The undersigned are in common agreement on the functional role of the Heat Treat Operator at Aerospace Fabrications. Furthermore, agreement has been reached on the requirements and authorities herein stated, that compensation has been fully disclosed and both parties acknowledge that no other agreements, expressed or implied, oral or written, influence acceptance of this agreement.

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Heat Treat Operator

Date

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Sr. Manager

Date