

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, and duties for the functional position of Deburr. Deburr Personnel are responsible for the daily operation of general functions for manufacturing parts to design and quality standards as established by the company.

2.0 REQUIREMENTS

- 2.1 EDUCATION: Required: High School Diploma or GED.
- 2.2 EXPERIENCE: Required: 1 year work experience.
Preferred: Experience in manufacturing
- 2.3 LICENSE: Required: A valid driver's license is required for commuting.
- 2.4 SKILLS, KNOWLEDGE, AND ABILITIES:
Must have knowledge of general fabrication practices. Must have the ability to read and interpret blue prints, basic computer skills, and math proficiency, as well as an understanding of basic quality control concepts.
- 2.5 PHYSICAL:
Body Positions: Prolonged standing, walking, and lifting of materials and parts of up to 70 pounds each.
Body Movements: Carrying, use of hands, eyes, arms, and voice.
- 2.6 MENTAL:
Requires statistical and analytical knowledge using general business math skills and knowledge of computer systems, Ability to meet deadlines and work under rush delivery situations. Language requirements are reading, writing, spelling and the ability to communicate clearly in English language.
- 2.7 WORKING CONDITIONS:
Inside a partially air conditioned machine parts factory.

3.0 REPORTING RELATIONSHIPS:

- 3.1 Deburr and general fabrication personnel report to the shop foreman.

- 3.2 In the absence of the shop foreman, Deburr and general fabrication personnel will report to the Director of Production.

4.0 AUTHORITY

Deburr and general fabrication personnel receive sufficient authority from, and is accountable to, the Production Supervisor for the accomplishment of all assigned duties and responsibilities.

5.0 DUTIES AND RESPONSIBILITIES

The principle duties and responsibilities of Deburr and general fabrication personnel include, but are not limited to:

- 5.1 Properly deburr parts.
- 5.2 Assist in other areas of the shop as needed, including facility maintenance.
- 5.3 Keep all deburr tooling properly oiled and maintained.
- 5.4 Acquire next job by utilizing Epicor work queue (as applicable).
- 5.5 Stay in assigned area and remain focused on the task at hand.
- 5.6 Know proper deburr skills (appropriate usage of machines such as the tumblers or timesaver).
- 5.7 Methods of continuous process improvement are understood and practiced.
- 5.8 Continuous effort to reduce production times while maintaining quality standards.
- 5.9 Confidently makes decisions using good judgment and learning if they fail.
- 5.10 Able to grasp facts and situations completely and be able to determine when to take action and when additional information is needed.

- 5.11 Accurately clock in and out on assigned jobs.
- 5.12 Maintain a clean and orderly work area.
- 5.13 Maintain <2% scrap rate.
- 5.14 Arrive and depart work as scheduled by the Production Supervisor.
- 5.15 Follow company safety rules and regulations as detailed in the company handbook.
- 5.16 Perform all other duties as assigned by the Production Supervisor.
- 5.17 Make valuable use of time during “dead times.”

6.0 ACCEPTANCE AND ACKNOWLEDGEMENT

- 6.1 I have read, reviewed and understand the above job description and believe it to be accurate and complete.
- 6.2 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.
- 6.3 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.
- 6.4 I acknowledge I will be evaluated, minimally, on an annual basis with respect to my overall performance
- 6.5 The undersigned are in common agreement on the functional role of the Deburr Personnel at Aerospace Fabrications of Ga. 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.

Deburr and General Fabrication Personnel

Date

Shop Foreman

Date