



JOB DESCRIPTION

JOB TITLE:	Layout Assistant
DEPARTMENT:	Layout
EFFECTIVE DATE:	Open until filled
FLSA STATUS:	Full Time - Exempt

DEFINITION: Assist layout with all needs of the department.

SUPERVISION RECEIVED:

Works under the general supervision of the Layout Lead, Shop Assistant.

SUPERVISORY FUNCTIONS:

None

ESSENTIAL FUNCTIONS OF THE JOB:

- Responsible for assisting the layout in fabricating and preparing metal for operations such as shear, saw, burner or welding.
- -Responsible for generating cut sheet paperwork for shear, saw and burner operators.
- -Will provide backup assistance to layout personnel in bending, rolling, punching, drilling, shearing, and sawing metal.
- -Will operate press brake machines, hand tools, grinders, shear and saw machines.
- -Will need to maintain steel inventory.
- -Other duties as assigned.

REQUIRED KNOWLEDGE, SKILLS AND ABILITY:

- -Familiar with using measurement tools such as a tape measure, square and protractor.
- -Able to follow directions, ask questions, and learn from layout supervisors.
- -Can analyze and interpret CAD and SolidWorks drawings.
- -Training and experience operating a forklift, jib crane, and overhead crane.
- -Must adhere to company safety standards at all times.

PHYSICAL DEMANDS:

The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of this job, the employee is regularly required to stand, walk, and use hands to finger, handle or feel objects, tools, or controls. The employee is frequently required to talk or hear. The employee is occasionally required to reach with hands and arms and stoop, kneel, crouch, or crawl. The employee must regularly lift and/or move up to 75 pounds. Specific vision abilities required by this job include close vision, peripheral vision, depth perception, and the ability to adjust focus. The noise level is usually moderate.

MINIMUM QUALIFICATIONS:

- High School Diploma or equivalent (GED).
- 1-2 years metal fabrication experience.
- Experience operating CNC equipment such as a punch, plasma table, brake, or band saw.
- Practices a strong work ethic.
- Possesses qualities such as productivity, dependability, resourcefulness, efficiency, and professionalism.

JOB LOCATION:

Works at the Norwood Young America shop.

DISCRIMINATION POLICY:

Waconia Manufacturing, Inc. will not discriminate against or harass any employee or applicant for employment because of race, color, creed, religion, national origin, sex, familial status, disability, age, marital status, genetic information, sexual orientation, or status with regard to public assistance.

(The examples given above are intended only as illustrations of various types of work performed and are not necessarily all-inclusive. This position description is subject to change as the needs of Waconia Manufacturing, Inc. and requirements of the position change. Waconia Manufacturing, Inc. reserves the right to change and/or eliminate any and all job duties as necessary. This position is subject to state drug and alcohol testing.)