

G.R. Manufacturing, Inc.

Job Description

Position Title –

Metal Prep Shop Assistant

Department –

Manufacturing

Reports To –

Metal Prep Supervisor

Overall Responsibility –

*Assist primary laser, press brake and machining center operators with material movement, operator level maintenance & general housekeeping of production areas.
Operation of production machines such as band saw, iron worker, drill press & plasma torch.*

Key Tasks and Responsibilities –

*Load and unload raw material and parts from laser cutting machines.
Assist in unloading raw material trucks and storing material in assigned locations.
Make parts using general metal prep machinery such as a band saw, iron worker, drill press and plasma torch using the part drawing as a reference.
Assist machine operators with material handling, operator level maintenance & general housekeeping.*

Skills and Attributes –

*Ability to read blueprints
Ability to use measuring tape and work with metric system of measurements
Demonstrated competency in basic shop math
Must be flexible with daily job assignments
Ability to operate forklift and overhead cranes
Ability to lift up to 50 lbs*

Experience Requirements –

*High school diploma or GED certificate
Vocational training or 1 year related job experience*