

JOB DESCRIPTIONS FOR WAGE & BENEFIT SURVEY

1. HEAT TREAT GROUP LEADER

Performs all of the tasks of HEAT TREATER A and is responsible for the supervision of other HEAT TREATERS.

2. HEAT TREATER A

Performs a variety of heat treating, hardening, tempering, carburizing operations on a wide variety of dies, tools, gauges, production parts. Operates furnaces, sets and check controls, loads and unloads furnaces, quench parts, and test for hardness, etc.

Follows prescribed methods generally, making variations for material and operation. May be required to do SPC charting.

3. HEAT TREATER B (Furnace Operator)

Repetitive work. Operates heat treating furnace to heat, treat, anneal, temper, carburize, harden, normalize, and oil and water quench a variety of parts and materials, where cycle time, temperature and methods are prescribed. Check controls, detect and report faulty operation or condition. Check completed work for hardness, etc.

4. HEAT TREATER C (Furnace Operator)

Repetitive work. Operate heat treating furnace to perform a limited number of operations where cycle time, temperature and methods are prescribed. Set and check, load and unload furnaces, detect and report faulty operation or condition.

5. INDUCTION/FLAME HARDENING SET UP

Sets up induction unit to perform its job. Makes coils. Knows limitations of equipment.

6. INDUCTION/FLAME HARDENING OPERATOR

Operates induction and flame hardening unit. Has ability to detect faulty parts or operation.

7. INSPECTOR A

Final inspection for quality, appearance and performance of very complicated and diversified and/or expensive equipment. Plan inspection procedures and develop inspection devices. Responsible for decisions as to appearance and performance, deviations from standard specifications or allowable tolerances, acceptance or rejections. Determine reasons for defects.

8. INSPECTOR B

Final inspection for quality and appearance of highly diversified parts and assemblies and performance of complicated products. Could also be classified as a parts checker.

9. BRAZER CLASS A

Performs the various brazing procedures, without supervision, for repeat production jobs and heat treating procedures performed in brazing equipment. Able to suit preparation and processing to variables inherent in the work, develop preparation and brazing techniques, and troubleshoot faulty work.

10. BRAZER CLASS B

Performs the various brazing procedures for repeat production jobs and heat treating procedures performed in brazing equipment.

11. STRAIGHTENER

Thorough knowledge and ability to use all straightening techniques. Reads blue prints and measures parts accurately to determine necessary straightening. Straightens the most intricate and expensive parts, tools, and dies to close tolerances. Can measure straightness with various measuring devices. Has surveillance over liquid hone operation, simple production and straightening operations. Has the general abilities of a HEAT TREATER as they apply to the job.

12. ASSEMBLERS/LOADERS

Assembles parts and/or loads furnace baskets or racks with proper instruction. Similar to general helper.

13. TRUCK DRIVERS (TWO AXLE)

Limited to two axle trucks. Drives the company trucks. Must know the city streets and location of customers' plants and be able to promptly select route, deliver and pick up materials, and conduct necessary company business. Operates the truck in a safe manner, and prevents damage to the truck. Can assist in performing inside shipping duties.

14. TRUCK DRIVER (SEMI)

Trained and licensed to drive semi. Duties similar to those for TWO AXLE TRUCK DRIVER.

15. MAINTENANCE GROUP LEADER

Has knowledge of all equipment in plant. Has supervisory skills. Keeps records of spare parts. Involved in preventative maintenance & costs.

16. MAINTENANCE MECHANIC A

Performs a wide variety of plant maintenance, repair and construction operations. Works under supervisor or group leader. May use drawings. Moves, places, dismantles, sets up and aligns all types of plant machines and equipment. Moves heavy items, using hoists, rollers, dollies, bars, etc. Performs necessary rigging operations. Maintains boiler, heating and ventilating equipment, compressors, conveyors, sprinkler system, washers and blowers, firefighting equipment. Performs general maintenance work on building such as making repairs. Repairs and adjusts machines and mechanisms. Prepares surfaces and paints and stains wood, metal and masonry surfaces.

17. MAINTENANCE MECHANIC B

Performs a variety of ordinary plant maintenance. Repairs and installs operations as assigned and directed by maintenance man "A" or maintenance foreman. Oils and greases motors, conveyors, trucks, power trucks, various machines and other plant equipment. Assists on, or performs ordinary maintenance of boilers, heating and ventilating equipment, compressors, sprinkler system, washers and blowers, firefighting equipment. Performs general building maintenance work.

18. BLASTER

Operate sand or shot-blast equipment to remove adhering sand and scale from or to impart specified finish to casting surfaces. Position and turn castings to completely blast all surfaces. Adjust mixture of air and abrasive to suit requirements. Service sand or shot tanks, replace worn nozzles.

19. GENERAL HELPER

Assists production operators. Moves material, assists in loading machines, positioning work and setting up jobs. Makes adjustments or operates machines under immediate directions. Performs minor hand operations such as filing, burring, cleaning, disc grinding, etc.

20. SHIPPING/RECEIVING CLERK

A combination of jobs receiving clerk and shipping clerk, usually in smaller operations.

21. MATERIAL HANDLER

Moves material to and from storage areas; to and from production equipment. If required, safely operates forklift or other powered vehicle, hoist, or manual crane, in performing work. Loads and unloads trucks. Learns to recognize respective work and to organize and move it to appropriate places on schedule. Works under foreman and/or production control. Requires little prior education or training as prerequisites.

22. OFFICE GROUP LEADER

Oversees the entire operation of the office staff.

23. SECRETARY

General typing and dictation. Operates office machines. Has skills such as letter writing.

24. ACCOUNTING CLERK

Does payroll, accounts receivable & payable, prepares ledgers for accountant. May operate computer.

25. CLERK-TYPIST

Prepares shipping papers, bills of lading, etc. May have some computer skills.

26. LAB TECHNICIAN

Prepares parts for metallographic examination and/or for microhardness traverse. Performs a variety of lab functions under direct supervision of the metallurgist.

27. ORDER ENTRY SCHEDULER

Inputs data from receiving into computer and/or schedules work via automatic data processing.

28. PBX/RECEPTIONIST

Operates incoming calls from switchboard and/or acts as receptionist for front office.