



Job Description- Prep Assembly

Job Summary:

Responsible for meeting customer needs by:

- Removing any debris and spatter from truck bodies, hoists and fabricated parts
- Maintaining a clean work environment
- Meeting daily job or work schedule
- Other duties as assigned

Tools Used: Buffer, grinder, wire brush, hand scraper, cutting torch, hand tools, overhead hoists, forklift trucks, hand carts, measuring devices, air tools, etc.

Safety Equipment: Safety glasses, steel-toed shoes with metatarsal guards, face shield, ear plugs, gloves, etc.

Environment: Heavy industrial atmosphere including exposure to grease, oil, heat, humidity, fumes/odors, sparks, occasionally cramped quarters, and awkward positions.

Job Requirements:

1. Ability to manually move product and materials up to 50 lbs. through regular heavy physical exertion, including but not limited to climbing, lifting, carrying, pushing, pulling, and bending. Using the overhead hoists requires the ability to push and pull up to 100 lbs.
2. Ability to stand and work in various positions for several hours at a time. Most of the work is done on concrete, ladders, and dump bodies.
3. Ability to read and perform basic computer data entry.
4. Able to work in a team environment to identify and solve problems, attend and participate in required company meetings.
5. Must be able to regularly rotate jobs to meet job schedule, team needs or to meet any safety recommendations.
6. Must work at a reasonable pace (measured by production efficiency) and within our quality standards to insure timely completion of tasks and must work overtime as required to meet customer needs.
7. Must work in a safe manner following safety procedures, including: wearing PPE (Personal Protective Equipment), completing maintenance requests and communicating hazards to co-workers and management.
8. Prompt and reliable attendance is necessary to meet our customer needs.

Employee Print

Signature

Date