

Job Description

Title: Production, Craftsman	ID:
Department: Production	Location: Indianapolis
Division: Signworks Indianapolis	Reporting to: Production Manager
FLSA Classification: Exempt	Employment Type: Full Time
Created Date: 04/30/19	Version: 1.0

Position Summary

Production, Craftsman your main responsibility will be construction and repair of various items. We expect you to have strong attention to details and a very good knowledge of different carpentry materials.

Essential Duties and Responsibilities

- Carefully study blueprints and sketches
- Execute measuring activities
- Finish Material
- Complete understanding of all production spaces including all heat, light switches, water, cooling, and machinery equipment
- Install items where designated
- Conduct repairs and maintenance
- Layout materials ensuring they are leveled and compatible
- Organization of all materials, tools, and equipment.
- Support the fabrication team where needed in all departments.
- Performs materials handling and storage.
- Loads and unloads trucks and hauls and hoists materials.
- Ensures that proper safety and incident reporting procedures are followed.
- Maintaining knowledge of sign making processes.
- May do touch-up or incidental painting after repairs.
- Crates products for shipment.
- Installs wood, metal, or composite parts.
- Behave in a professional and responsible manner in-line with Company values.
- Utilize Company resources in most effective and responsible manner.
- Departmental Housekeeping
- Start Up / Shut Down – “First In, Last Out”
- Electric work of all kinds – In house construction
- Learn Spray Facilities
- Learn Router, vinyl, app, cut, weed, mask
- Manage scheduling of Signworks vehicle maintenance including forklift

Competencies

- Communication Proficiency.
- Customer/Client Focus.
- Results Driven.
- Stress Management/Composure.
- Teamwork Orientation.

Skills and Abilities

- Knowledge of and ability to operate carpenter shop tools and equipment.
- Ability to lay out construction, remodeling and alteration work.
- Ability to read work orders.
- Must be able to wear and use appropriate personal protective equipment, as necessary.
- Ability to establish priorities, work independently, and achieve objectives without supervision.
- Positive attitude, time management, detail oriented traits, and multi-tasking skills.
- Ability to work with various personality types.
- Valid Driver's License
- Predictable and consistent behavior with Attitude, Attendance, and Performance.

Employee Statement of Understanding

I have read and understand the job description for my position. I am able to perform all the essential functions of this position.

I agree to comply with the corporate compliance policy and all laws, rules, regulations and standards of conduct relating to my position. As an employee, I understand my duty to report any suspected violations of the law or the standards to my immediate supervisor.

As an employee, I will strive to uphold the mission and vision of the organization. All employees are required to adhere to the values in all their interactions with customers and fellow employees.