

Dekomte De Temple LLC Job Description

Job Title: Workshop Assistant

Department: Office /site

Reports to: Site Supervisor / Business Manager*

FLSA Status: Non-Exempt

Summary:

Assist in the planning, coordination, and maintaining workshop. The role requires someone who can multitask and prioritize workload, carrying out a variety of functions (often physically demanding) to ensure workshop is well maintained at all times. Flexible to work on weekends. May require occasional travel to sites.

Duties and Responsibilities include the following but not limited to:

1. Organize and maintain clean workshop at all times. *
2. Receiving, unpacking, and labelling the materials on shelves, racks, or other designed storage areas in an orderly manner. *
3. Plan & execute large projects to improve shop usability, including custom fabrication projects. *
4. Manufacturer fabric expansion joints. Efficiently perform 'closing' by stitching, sealing and thermal bonding fabric expansion joints. *
5. Ensure tight control of workshop overheads and maintenance costs. *
6. Source materials and tools to provide commercial pricing for quotations when needed. *
7. Collaborate & communicate clearly with the team to ensure everyone understand technical product selection and all expectations and project scope being assigned. Identify problems, create solutions, and implement efficiency improvements. *
8. Ensure all safety regulatory policies and procedures are followed and maintained at all times in the workshop. Record and file safety issues and maintain safety statistics on site activity.
9. Performs other duties as assigned.

Skills / Qualifications:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Language Ability:

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to speak effectively before vendors or employees of organization.

Math Ability:

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

Reasoning Ability:

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

Computer Skills:

To perform this job successfully, an individual should have knowledge of Microsoft Word and Microsoft Excel.

Education/Experience:

High school diploma or general education degree (GED); and one year of relevant experience in a warehouse, industrial, or manufacturing environment or equivalent combination of education and experience.

Mechanical aptitude preferred.

Certificates and Licenses:

- Valid Drivers' License
- OSHA 30
- Forklift license.
- First Aid including CPR.

Knowledge, Skills, and Abilities:

- Experience in warehouse or workshop environment
- Understanding and use of hand and power tools
- Knowledge of forklift equipment and maintenance
- Ability to install equipment to specifications and ability to troubleshoot jobs.
- Strong Organizational and time management skills
- Sewing skills
- Verbal & written communication skills
- Judgement and decision-making skills

Physical Demands:

*Essential Function

The physical demands described here 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, use hands, stoop, kneel, crouch or crawl, and talk or hear. The employee is frequently required to walk, sit, reach with hands and arms, and climb or balance. The employee must frequently lift and/or move various amounts of weight.

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing 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 exposed to outdoor weather conditions. The employee is frequently exposed to wet or humid conditions (non-weather), work in high, precarious places, and fumes or airborne particles. The employee is occasionally exposed to work near moving mechanical parts, extreme heat (non-weather) and insect bites.

The noise level in the work environment is usually loud.

Date: _____

I have reviewed the attached job description as outlined above and understand that I am responsible for all duties as outlined and other tasks as may be assigned.

Employee Name: _____

Employee Signature: _____