

# Membrane Process & Controls, Inc.

## Job Description



**Job title: Skid Shop Fabricator**

**Work Location: Edgar, WI – Main Office**

**Division/Department: Fabrication**

**Reports to: Skid Shop Supervisor**

**Full-time**

**Part-time**

**Exempt**

**Nonexempt**

**Essential Duties and Responsibilities:**

Responsible for assembling filtration units and other field related items using air/power tools, machines, and basic hand tools. Also expected to fabricate a various types of products.

- Show up on time and ready for work.
- Treat all fellow employees with respect.
- Study and interpret assembly instructions.
- Listen to directions from supervisor.
- Fabricate and assemble components for skids.
- Determine if all part are present.
- Read and interpret blueprints and sketches.
- Verify specifications.
- Operate fabrication machines such as band saw, iron worker, orbital welder, and T-Drill.
- Ensure working environment is clean and safe.
- Report error in product line to supervisor.
- Place orders for stock inventory and tools needed for production.
- Participate in product development.
- Perform GTAW (TIG) welding of sanitary tube/pipe of 300 Stainless steel under argon purge
- Must provide sufficient shop floor presence.
- Maintain compliance with all company policies and procedures

**Education and/or Work Experience Requirements:**

- Good verbal and written communication skills, including ability to effectively communicate with internal personnel.
- Must be able to maintain composure when under pressure and work with a team to meet deadlines, while maintaining a positive, professional attitude.
- Ability to work independently and to carry out assignments to completion within parameters of instructions given.
- Minimum: High school diploma or GED required
- Experience in GTAW (TIG) welding process is desired but not necessary.

**Physical Requirements:**

- Ability to safely and successfully perform the essential job functions consistent with the ADA, FMLA and other federal, state and local standards, including meeting qualitative and/or quantitative productivity standards.
- Ability to maintain regular, punctual attendance consistent with the ADA, FMLA and other federal, state and local standards
- Ability to walk, climb ladders, bend, lift and carry up to 50 pounds in an industrial plant.
- Must be able to talk, listen and speak clearly in person or via phone

**Print Employee Name:**

**Employee signature:**

**Date:**