

HASKINS
JOB DESCRIPTION SAW SHOP TECHNICIAN 4-2021

INTRODUCTION

The purpose of this description is to outline the basic functions, requirements, authority, working conditions, reporting relationships, duties and responsibilities and measures of performance for the position of Saw Shop Tech.

FUNCTIONAL ROLE

The role of the Saw Shop Tech is to performs the tasks required to manufacture round carbide saw blades.

Functions include, but are not restricted to:

- Unpack and inspect raw materials.
- Etch saws with part and work order numbers.
- Based on work order instructions, inspect, prepare and process components for the work required.
- Set-up and operate brazing, grinding, etc. equipment.
- Move plates from machine to machine in a timely manner to maximize productivity and minimize down time.
- Operate more than one piece of equipment at the same time.
- Hammer saws to ensure flatness.
- Tension saws to work order specifications.
- Perform saw final inspections.
- Help to maintain shop equipment.
- Saw service and service hammering are also part of the role.

REPORTING RELATIONSHIP

The positions report directly to the Saw Shop Supervisor.

WORKING CONDITIONS

The position is performed in a shop environment, standing on concrete floors. There is some mist from machine coolant splash and noise from equipment. The Tech must be able to unpack stacks of saw plates, move them to rolling racks, and handle the plates individually when moving from station to station. Safety shoes, safety glasses and hearing protection are required.

AUTHORITY

The Saw Shop Tech is given the necessary authority to fulfill the responsibilities of the position by the Saw Shop Supervisor.

The Saw Shop Tech has the authority to:

- Reject raw materials out of spec.
- Reject our shop work at any stage and decide whether to rework or discard.

HASKINS
JOB DESCRIPTION SAW SHOP TECHNICIAN 4-2021

REQUIREMENTS

Education:

Minimum: High school diploma or equivalent

Experience:

Minimum: None

Preferred: 3 years in a shop environment

Skills and Knowledge:

Should have mechanical aptitude. Must be reasonably computer literate. Should have good observational skills and be able to effectively organize self to run more than one piece of equipment simultaneously.

Must have good interpersonal skills to effectively work as a team with other members of the shop.

Physical:

Body positions: Standing, crouching, kneeling, etc.

Body Movements: Lifting with weight, turning upper body, use of hands to set machinery, reaching and repetitive motion with hands and arms to move plates and hammer, crouching to maintain equipment. Must be able to work 10 hour shifts on concrete shop floor.

Body Senses:

Must be able to see and hear, have full power of speech as well as communicate in person and by phone with other employees and customers. Must be able to read work orders and related material, as well as enter data accurately into computer. Good vision especially necessary in hammer room.

Mental:

Language: Must be able to read, write and speak English sufficiently well to follow work order and maintenance instructions, etc., and communicate effectively with others. Preferred: bilingual (French).

Mathematics: Must be able to understand numbers as they relate to dimensions, tolerances, and machine adjustments.

RESPONSIBILITIES

Saw Shop Functions

- Receive incoming saw plate orders.
- Inspect incoming saw plate orders.
- Unpack incoming saw plate orders and move to rolling carts.
- Etch raw material with part and work order number.
- Pull raw material for corresponding work order.
- Inspect any other incoming raw material.

HASKINS
JOB DESCRIPTION SAW SHOP TECHNICIAN 4-2021

- Set up and pocket grind saw plates.
- Set up and induction braze tips to plates.
- Induction braze and grind strob inlay to spec.
- Face, side and top grind carbide tips to spec.
- Remove bumps from saw plate and check previous work on saw.
- Roll tension into saws per work order instructions.
- Update w/o verification info as jobs flow through shop.
- Sandblast as required.
- Do final inspections, record data.
- Oil, pack and label finished saws.
- Inspect and record saw service work coming into shop.
- Repair service saws as necessary [replace tips, sharpen, etc.]
- Hammer/tension service saws as needed.
- Record service work done and ensure that proper goods are given to shipping to be returned to customer.
- Perform routine maintenance on saw shop equipment.
- Perform all work in a safe manner using required safety equipment.
- Do nothing that will endanger self or other workers.

Other Functions:

- Respect the confidentiality of company, customer, or personnel information.
- Accomplish any other task or duty as required by the Saw Shop Supervisor

PERFORMANCE MEASUREMENTS

- Duties must be performed within the time frame established by the Saw Shop Supervisor.
- Work must be done accurately within our specifications.
- Audit trails must be recorded accurately either into computer or on paper as required.
- Personal time off affects production and all other shop workers and must be kept to a minimum.
- Position must interact effectively with other members of the shop team.

HASKINS
JOB DESCRIPTION SAW SHOP TECHNICIAN 4-2021

ACKNOWLEDGEMENT

This is not necessarily a complete list of responsibilities, skills, duties, requirements, efforts or working conditions associated with this position. While this list is intended to be an accurate reflection of the current position, the company reserves the right to revise the functions and duties of the position or to require that additional or different tasks or duties be performed when circumstances change, i.e., emergencies, changes in personnel, backlog, rush jobs or technological developments.

I have carefully read and understand the contents of this job description and understand the responsibilities, requirements, and duties expected of me.

Saw ShopTech

Date

Saw Shop Supervisor

Date