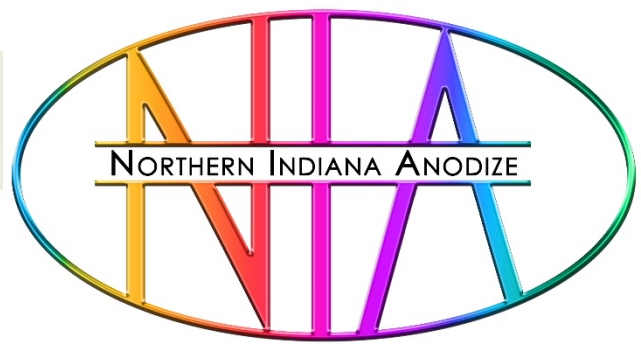


Job Description



Racking Technician

Set up, operate, and tend to racking station. Secure aluminum pieces to racking according to all specified directions, and in a timely manner. This is to insure quality of anodizing, and not to slow down the production process. This is a list of typical job duties, but all NIA team members will be expected to help out in all areas of the company to ensure the best possible experience for our customers, co-workers, and ownership.

Basic Skills

- Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times.
- Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.
- Talking to others to convey information effectively.
- Monitoring/Assessing performance of yourself, other individuals, or organizations to make improvements or take corrective action.
- Understanding written sentences and paragraphs in work related documents.

Social Skills

- Adjusting actions in relation to others' actions.
- Being aware of others' reactions and understanding why they react as they do.
- Teaching others how to do something.
- Actively looking for ways to help people.
- Bringing others together and trying to reconcile differences.

Complex Problem Solving Skills

- Identifying complex problems and reviewing related information to develop and evaluate options and implement solutions.

Technical Skills

- Watching gauges, dials, or other indicators to make sure a machine is working properly.
- Controlling operations of equipment or systems.
- Performing routine maintenance on equipment and determining when and what kind of maintenance is needed.
- Conducting tests and inspections of products, services, or processes to evaluate quality or performance.

- Determining causes of operating errors and deciding what to do about it.

System Skills

- Considering the relative costs and benefits of potential actions to choose the most appropriate one.
- Identifying measures or indicators of system performance and the actions needed to improve or correct performance, relative to the goals of the system.
- Determining how a system should work and how changes in conditions, operations, and the environment will affect outcomes.

Resource Management Skills

- Managing one's own time and the time of others.
- Obtaining and seeing to the appropriate use of equipment, facilities, and materials needed to do certain work.

Desktop Computer Skills

- **Databases** - Using a computer application to manage large amounts of information, including creating and editing simple databases, inputting data, retrieving specific records, and creating reports to communicate the information.
- **Graphics** - Working with pictures in graphics programs or other applications, including creating simple graphics, manipulating the appearance, and inserting graphics into other programs.
- **Internet** - Using a computer application to create, manipulate, edit, and show virtual slide presentations.
- **Navigation** - Using scroll bars, a mouse, and dialog boxes to work within the computer's operating system. Being able to access and switch between applications and files of interest.
- **Presentations** - Navigating the Internet to find information, including the ability to open and configure standard browsers; use searches, hypertext references, and transfer protocols; and send and retrieve electronic mail (e-mail).
- **Spreadsheets** - Using a computer application to enter, manipulate, and format text and numerical data; insert, delete, and manipulate cells, rows, and columns; and create and save worksheets, charts, and graphs.
- **Word Processing** - Using a computer application to type text, insert pictures, format, edit, print, save, and retrieve word processing documents

Task

- Read blueprints, work orders, or production schedules to determine product or job instructions or specifications.
- Assemble, align, and/or clamp workpieces into holding fixtures.
- Lay out, fit, or connect parts calculating production measurements as necessary.
- Correct problems by adjusting controls or by stopping machines and opening holding devices.

- Give directions to other workers regarding machine set-up and use.
- Select, position, align, and bolt jigs, holding fixtures, guides, or stops onto machines, using measuring instruments and hand tools.
- Transfer components, metal products, or assemblies, using moving equipment.
- Clean, lubricate, maintain, and adjust equipment to maintain efficient operation, using air hoses, cleaning fluids, and hand tools.
- Prepare metal surfaces or workpieces, using hand-operated equipment, such as grinders, cutters, or drills.
- Remove completed workpieces or parts from machinery, using hand tools.

Work Activities

- Handling and Moving Objects
- Performing General Physical Activities
- Controlling Machines and Processes
- Getting Information
- Inspecting Equipment, Structures, or Material
- Communicating with Supervisors, Peers, or Subordinates
- Processing Information
- Operating Mechanized Devices, or Equipment
- Evaluating Information to Determine Compliance with Standards
- Identifying Objects, Actions, and Events

Detailed Work Activities

- Align parts or workpieces to ensure proper assembly.
- Apply lubricants or coolants to workpieces.
- Apply solutions to production equipment.
- Assemble machine tools, parts, or fixtures.
- Assemble metal or plastic parts or products.
- Calculate specific material, equipment, or labor requirements for production.
- Clean production equipment.
- Direct operational or production activities.
- Draw guide lines or markings on materials or workpieces using patterns or other references.
- Enter commands, instructions, or specifications into equipment.
- Feed materials or products into or through equipment.
- Lay out parts to prepare for assembly.
- Load materials into production equipment.
- Lubricate production equipment.
- Maintain production or processing equipment.
- Monitor equipment operation to ensure proper functioning.
- Mount attachments or tools onto production equipment.
- Move products, materials, or equipment between work areas.
- Operate cutting equipment.
- Operate grinding equipment.
- Read work orders or other instructions to determine product specifications or materials requirements.
- Record operational or production data.
- Remove products or workpieces from production equipment.

- Reshape metal workpieces to established specifications.
- Review blueprints or other instructions to determine operational methods or sequences.
- Select production equipment according to product specifications.