

Wright State University
BARGAINING UNIT JOB SPECIFICATION
Fabricator

I. JOB INFORMATION

Job Title: Fabricator (FABRI)

Job Class: 93398 FLSA Status: Non-Exempt Bargaining Unit: TM

II. JOB SUMMARY

Under general supervision performs general fabricating work to University owned or leased buildings and facilities.

III. PRIMARY DUTIES AND RESPONSIBILITIES

- **Sheet metal fabrication, layout, saw, shear, bend, roll and form as required.**
- **Welding /Brazing - relevant welding technique for material and strength required to complete working a timely manner.**
- **Repair of machinery/instrumentation - perform diagnostic process to determine problems - make repairs to Instrumentation both electro mechanical and structural**
- **Fabricates, installs and repairs interior components such as shelving, benches, lab tables, cabinets and partitions. Fabricates, refits, and installs doors, locks, and hardware. Installs and repairs interior/exterior paneling, molding, and trim.**
- **Documentation (Inventory reconciliation entering materials used on job, and entering time spent on job)**
- **Plans, designs and estimates projects involving fabrication. Provides project cost estimates to customers and interacts with customers to ensure timely completion of projects with minimal disruption to departmental operations.**
- **May discuss and plan project scope and timeline for project completion with customers.**
- **Orders and maintains supplies. Provides customers with material samples and recommendations on material choices to meet customer needs. Determines material costs and purchases materials for project completion.**
- **Coordinates with other workers as needed to complete fabrication work within the overall scope of multi-trade projects.**
- **An employee in this class is responsible for collaborating with other trades, management and or staff personnel in determining the design and construction of particular components. Work is performed with considerable independence.**

- **Knowledge of welding and brazing methods and equipment for metals such as stainless steel, aluminum, brass, gold, silver, and platinum and properties of same. Must possess the ability to read blueprints in addition to reading and understanding product schematics and assembly instructions.**
- **Skills in the use and care of welding shop equipment and supplies. Skill in performing intricate welds and brazing of minute parts. Ability to design and fabricate special components and instruments for a variety of different applications. Operation of press brakes, shears, OBI punches, lathe milling machine and standard shop equipment.**
- **Ability to establish and maintain effective working relationships.**
- **Use of welding methods such as electric arc, tungsten inert gas, and mig - annealing and heat treating**
- **Activities and decisions are varied in nature, requiring the solving of both common and unusual problems. This position's supervisor or other appropriate position is consulted for clarification of policies only where needed.**

Note: This is not an inclusive list of duties and responsibilities.

IV. MINIMUM EDUCATION, EXPERIENCE, KNOWLEDGE, SKILLS, AND ABILITIES

A high school diploma/vocational school or equivalent. Five years of full-time experience as a fabricator or two years of formal training in a fabrication related field and three years of full-time experience as a fabricator. Must be familiar with fabrication concepts, practices, and procedures. Must be able to calculate basic math, including fractions, decimals and percentages. Must be able to read, write and comprehend common vocabulary.

V. WORKING CONDITIONS

Conditions may require walking, stooping, climbing, pushing, pulling, heavy lifting (less than or equal to 65 pounds), high climbing, bending, working in awkward positions handling equipment and materials. There are conditions, equipment and materials present which require proper handling to ensure safety. Exposure to toxic gas, chemicals, high pressure gases, dangerous machinery, fumes and contact with insulation, dust particles and asbestos, and danger of electrical shock may exist. Includes some heavy lifting, bending, and standing for extended periods of time. Any combination of overtime, shift work, weekend and holiday work may be required.

VI. WSU TESTING/EXAMINATIONS REQUIRED

A pre-employment physical examination may be required before original appointment. An annual physical exam may be required.

VII. CERTIFICATIONS OR LICENSURE(S) REQUIRED*

- Must currently have possessed a valid U.S. driver's license for at least one year*.
- A Forklift Operator license/certification is required within sixty (60) days of employment in this position. The license/certification that pertains to this job must be obtained after initial employment or promotion. In the case of initial employment, failure to obtain said

license/certification within the time limits stated shall result in separation from the University. In the case of promotion when the license/certification should have been obtained within one year of entry into the position, the affected employee shall be returned to their former bargaining unit position and shall displace the bargaining unit employee holding their former position. If the required license/certification should have been obtained more than one year after entry into the position, the affected employee shall be separated from the University.

*Employees who operate University vehicles, or as a condition of employment, whose jobs require that they operate University vehicles, or that they operate their personal vehicles on University business, are subject to Wright Way Policy #2601, and must consistently meet the requirements of Risk Management for employees who drive under these circumstances.

This specification is intended to illustrate the level of complexity and kinds of job duties that may be assigned to positions with this classification title, and should not be interpreted to describe all the duties that may be included in a job description.