



Job Description

Job Title: Composites Technician	Job Code:
Department: Operations	Reports To: Operations Manager
Revision Date: 10/27/2017	Status: Non-Exempt

Job Summary: Responsible for manufacturing parts using filament winding equipment, which involves different techniques to modify glass, carbon, and other fibers to create parts and structures according to project specifications. Common activities include: reading and understanding machine instructions, safety manuals, Lincoln/MasterWorks Process Specifications and other work instructions

Duties and Responsibilities

- Develops a hands-on working knowledge of winding machines, resin mixing equipment, hoists, extractor, and curing ovens and any other ancillary equipment required in the winding process
- Monitors winding process to ensure correct process parameters are taking place for the specific project
- Verifies that correct fiber, resin, curing agent(s), and any other job specific materials are used according to SOP, and records amount of material used
- Verifies correct mandrel size is used for each project
- Inspects all tooling, including but not limited to, mandrels prior to each use in order to catch and/or prevent damage such as bending, scratching, or denting
- Application of various chemicals for mandrel preparation and care
- Transports finished goods to designated ovens/storage racks
- Produce a product per Standard Operating Procedures (SOP), Lincoln/MasterWorks Process Specifications and other work instructions.
- Read and understand machine instructions, safety manuals, Lincoln/MasterWorks Process Specifications and other documentation necessary to produce quality product.
- Set-up and tear down of machines for work within production line, checking on the progress of the machine's work and making adjustments as necessary.
- Assemble parts to match product specifications. Assembling product either by hand or with tools [hand tools and power tools].
- Check parts used for production to ensure product is assembled correctly.
- Comply with safety programs, processes and guidelines to ensure safe, clean, orderly and productive working conditions.
- Complete training in Hazardous Waste Management.
- Comply with Company policies and procedures.
- Consistently demonstrates commitment to Hexagon Composites' values of Integrity and Drive in all aspects of employment.
- Ability to track parts and jobs.
- Utilizes and abides by ISO requirements and safety procedures.
- Complies with all quality policies, specifications, regulations and instructions.
- Uses gages and measuring instruments to meet tolerance requirements.
- Performs all tasks in a safe and responsible manner.
- Move equipment and material as necessary.
- Maintain accurate records, logs, data sheets, inventory and other documentation required by the Engineering, Operations Department or Quality Control.
- Maintain a work area in neat, orderly, and organized manner.
- Work assignments carried out to the highest quality level.
- Perform various other duties and activities as assigned by supervisor within the physical constraints of the job.

NOTE: This job description is not intended to be all-inclusive. Employee may perform other related duties as required to meet the ongoing needs of the organization.

Knowledge, Skills and Abilities

- Ability to accurately use measuring devices [pi-tape, calipers, air pressure gauges, etc.]
- Ability to operate power tools [hand saws, drill guns, band saws, etc.]
- Demonstrated mechanical aptitude
- Ability to read detailed instructions
- Provide accurate record keeping
- Excellent organizational / time management skills – ability to maintain priorities and multi-task in a fast-paced working environment.
- Ability to analyze technical data and make appropriate recommendations as needed.
- Experience in manufacturing composite products in a fast-paced environment.
- Ability to use independent judgment within established guidelines and written directions.
- Self-motivated and organized individual with exemplary attention to details
- Ability to interpret instructions which may be furnished in written, oral, diagram or schedule form
- Work in a safe professional manner, keeping a clean work area and wearing proper protective equipment
- Cooperation with supervisor and co-workers
- Able to work independently to complete individual tasks assigned by a team
- Show by example: temperament, professionalism and teamwork
- Timely arrival and regular attendance at work
- Willing to work overtime as needed to meet project deadlines

Credentials and Experience

- High school diploma or GED preferred.
- Minimum of 5 years of relevant experience in a manufacturing environment
- Experience with composite lay-up and assembly preferred
- Basic reading skills. Must be able to follow directions
- Basic computer navigation and utilization skills
- Ability to perform work accurately and thoroughly
- Ability to use thinking and reasoning to solve a problem and to think in such a way as to produce a new concept or idea
- High attention to detail and self-motivation skills
- Valid Driver's License with good driving record required in order to operate company vehicles.
- Previous experience in a manufacturing environment required.
- Proven driving experience with straight truck.
- Must be United States citizen, lawful permanent resident or otherwise eligible to work in the United States.

Other Skills/Abilities or Special Requirements

- Self-motivated.
- Must be able to effectively communicate in written and spoken English.
- Ability to work demanding hours, as necessary, to meet project deadlines.
- Must exercise initiative or, as directed, perform additional duties to meet the needs of the organization.
- Ability to lift and carry up to 60 lbs. on a regular basis, up to 120 lbs. on an occasional basis [team lift available].
- Ability to sit, stand, bend, climb or walk for up to 10 hours or more per day
- Ability to work with both hands and both feet on a regular basis.
- Ability to perform postural changes such as sitting, reaching, climbing, standing, walking and lifting intermittently
- Regularly perform repetitive tasks

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- Regularly possess manual dexterity to put parts or pieces together quickly and accurately
- Excellent hand-eye coordination and physical condition
- Specific vision abilities required include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus
- Have the flexibility to adjust work hours and schedule to support internal and external customer needs, including working on Saturday or Sunday if needed.
- Must be able to effectively communicate in written and spoken English.
- Ability to work demanding hours, as necessary, to meet project deadlines.
- Must exercise initiative or, as directed, perform additional duties to meet the needs of the organization.
- Ability to work effectively in a fast paced and demanding environment with a strong sense of urgency.
- Must demonstrate strong organizational skills and attention to detail.
- Ability to work in a team environment and work independently.

Apply:

- Internal Applicants: Complete an internal application and submit to Human Resources
- External Applicants: Email your resume to apply@masterworkscs.com

or

Mail your resume to: MasterWorks, Inc.
Attn: Human Resources
86 York Street, Suite 4
Taneytown, MD 21787

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