



Job Description for Shop Hand

Job Summary

The Shop Hand provides critical support to the production team by handling materials, maintaining equipment, and ensuring the workspace remains organized and safe. This role is ideal for individuals looking to start a career in skilled trades and who enjoy physical, hands-on work.

- **Key Responsibilities**

- Shop Maintenance & Safety

- **Cleanliness:** Sweep floors, remove scrap metal/debris, and empty trash to maintain a hazard-free environment.
 - **Organization:** Return tools to proper storage areas and organize inventory (e.g., pipe racks, material bins).
 - **Safety Compliance:** Follow all safety protocols, wear required PPE, and report any equipment malfunctions or safety hazards to supervisors.

- Operational Support

- **Material Handling:** Load and unload trucks; move raw materials and finished products using forklifts, pallet jacks, or overhead cranes.
 - **Trade Assistance:** Assist welders, machinists, or mechanics by holding parts, prepping materials (grinding, sanding, de-burring), and setting up workstations.
 - **Tool Maintenance:** Perform basic preventative maintenance on shop tools and ensure they are clean and functional.

- Logistics & Inventory

- **Shipping & Receiving:** Assist with packaging products for shipment and checking in arriving parts against purchase orders.
 - **Parts Running:** Pick up or deliver parts and materials to job sites or vendors as needed (requires a valid driver's license).

- Required Skills & Qualifications

- **Education:** High School Diploma or GED.
 - **Physical Stamina:** Ability to stand for 8–10 hours and lift up to 50 lbs independently.
 - **Mechanical Aptitude:** Familiarity with basic hand tools (wrenches, hammers) and power tools (grinders, drills, saws).
 - **Communication:** Ability to follow complex verbal and written instructions accurately.
 - **High degree of accuracy and attention to detail.**

- Able to communicate effectively with management, customers, and team members by speaking and comprehending English.
- Able to work 40 hours a week or more
- Read Tape Measurer
- Proper Tools
- **Physical Demands**
 - Position requires 8 or more hours, standing for long period of time
 - Sight and hearing are required.
 - Possible hazards include but are not limited to slips, trips, falls, burns, cuts and strains.
 - Must be able to reach, lift, stoop, bend and perform standing and walking through shift.
 - Must be able to lift at minimum 50-80lbs.
- **Mental Requirements**
 - Fluency in English (read, write, and speak is required for dealing with management, customers, clients, etc.
 - The abilities to speak, read and write other languages are preferred.
 - Problem Solving
 - Mathematics, counting, documenting, data transfer
 - Certifications (Preferred): Forklift certification or a valid Driver's License is often required for material movement.
- **Work Environment**
 - Exposure to loud noises, dust, and varying temperatures (hot/cold shop conditions).
 - Frequent bending, kneeling, and reaching in tight or awkward spaces.
- **Reporting Relationships**
 - Report to Shop Foreman
- **Measures and performance**
 - Performance Metrics will be established upon hire. Metrics may include timely performance, accuracy, attendance, neatness, and initiative.

I have reviewed and understand the above job description and believe it to be accurate and complete, and I can fulfill each duty or task successfully. I also agree that management retains the right to change this job description at any time.

Signature: _____ Date: _____

VLIW Rep. Signature: _____ Date: _____