

Shop Assistant - Metal Fabrication

Reports to: Fabrication Manager

Status: Hourly / Non-Exempt / With Benefits

Core Hours: First Shift, Monday - Friday

Located: Green Bay, WI Travel: < 5% of time



Position Description:

Provide valuable assistance to our metal fabrication, welding, metal finishing, and waterjet cutting Team Members by assisting with basic shop skills and helping with daily maintenance. Help to create and maintain a safe work environment for all.

Qualifications & Skills:

- Valid driver's license and acceptable driving record.
- Able to work independently.
- Organized and able to prioritize workload.
- Able to accurately read a tape measure.
- Familiar and comfortable with using a variety of tools (or willing to learn).
- Able to climb stairs and ladders. Capable of working at heights up to 25 feet.
- Knowledge and ability to work with general cleaning equipment and materials.
- Knowledge and ability to work with painting equipment and materials.
- Capable of bending, twisting, squatting, lifting, pushing, pulling, and standing for long periods of time.
- Capable of regularly lifting randomly sized items up to 50 pounds.
- Demonstrates personal character in line with our Values and Code of Conduct.

Duties & Responsibilities:

- Cut metal material to size using saw.
- Handle raw materials.
- Cut wood pallets and other materials.
- Use tools to deburr metal parts.
- Assist welders and fabricators in a variety of work activities.
- Occasionally pick up or deliver materials and supplies using company vehicles.
- Maintain company vehicles ensuring they are clean and serviced on schedule.
- Change shop ventilation air filters as scheduled.
- Perform light equipment maintenance.
- Painting of facility and equipment as needed.
- Provide snow removal from building entrances and surrounding sidewalks as needed.
- Remove shop garbage and recyclables.
- Assist with safety related activities.
- Clean and sanitize breakroom, shop bathrooms and other common touch areas.
- Work with all Team Members to keep the shop floor clean and organized.
- Show a strong commitment to quality, safety, and customer service. Ensure company policies and procedures are consistently followed.
- Other duties as assigned.

How to Apply

Send your resumé and title of position to jobs@kossindustrial.com

Koss Industrial, Inc. is an equal opportunity employer.