

Fabrication Shop Coordinator

DEFINITION

This is diverse and complex work associated with the efficient and effective operation of a versatile municipal fabrication shop. Employees function as part of a multi-skilled and diversified team working to high standards of production quality, efficiency and customer satisfaction. Projects and tasks range from relatively simple, quick turnaround jobs to large-scale and complex projects requiring considerable planning and cost estimating, coordination with internal and external resources and similar long-term project activities.

Employees in this class generally function within the fabrication shop setting but are frequently required to attend road calls, customer sites, supplier premises and other facilities during the course of doing the work.

Incumbents within this class utilize a wide variety of technical/trades, assessment and problem solving, customer relations, and related administrative skills during the course of planning and progressing work through the shop. Employees may specialize in some aspects of the work depending upon current commitments, facility resources availability, and other related factors. Activity priorities can change with ongoing customer demands, planning and scheduling changes and other aspects of day to day change. Working as a member of a production team, positions within this class perform skilled hands-on fabrication duties when required.

A significant aspect of the work involves the effective interaction with customers, marketing of shop services and capabilities to secure contracts, effective estimates of costs (materials, labour, equipment, etc.) for tendering, and devising technical solutions to problems to meet customer requirements and product quality demands. While employees function as members of an overall shop team, many tasks are performed independently with the effective use of initiative, judgement and direct fabrication work.

TYPICAL DUTIES*

Meets with customers to source work, ascertain requirements, etc. and compiles estimates of time, materials and labour, and related costs and provides appropriate feedback such as estimates and parts sketches as required.

Researches field surveys and information, conducts inspections (equipment disassembly when necessary) and diagnosis procedures to determine problem resolutions, alternatives, etc. in structural and mechanical components and systems. Provides customers with optimum and cost effective solutions.

Maintains an ongoing awareness of current projects in progress or scheduled, provides input into the planning process and accepts and assigns walk-in work in accordance with shop activity.

Compiles tender documentation, detailed work specifications and time schedules, plans, drawings and related support materials as required. Maintains ongoing contact with customers to address concerns and ensure delivery timelines.

Devises (individually or as part of a team) components and/or systems to meet customer needs through the use of fabrication facilities, materials, equipment, stock components, etc. and modifies existing designs in response to customer changes, specifications and related factors.

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Participates in shop planning, work scheduling and loading, materials and equipment acquisition and related activities to promote productivity and deliver finished products within contracted timeframes. Reacts to and initiates remedial measures in response to unforeseen circumstances and other outside factors.

Utilizes fabrication skills to manufacture, customize and modify and/or assemble components as per design specifications and assists others with various stages of individual project completions. Provides technical expertise and experience to solve problems, accommodate changes and improve the quality of work in progress. Inspects completed work to ensure conformance to specifications, quality and customer satisfaction.

Assists with administrative processing (ordering materials, solving billing problems, initiating queries, legal documentation, construction permits, etc.) to enhance the customer service and efficiency of the shop.

Maintains an ongoing awareness of appropriate safety procedures in the shop and takes remedial actions as required.

Performs related duties as required.

KNOWLEDGE, ABILITIES AND SKILLS

Considerable knowledge of trades and equipment typical of a large-scale fabrication shop environment – Welding, Machinist, Millwright, etc.

Knowledge of various materials, equipment, and processes and the ability to effectively utilize same to solve complex customer problems and requirements, read and interpret plans and specifications and to perform calculations required by the design and estimation process.

Knowledge of and ability to apply acceptable standards of materials, design, and quality in the fabrication process.

Skilled in the operation of equipment, material handling, etc. and to create finished product conforming to design specification and quality requirements.

Ability to prepare accurate estimates of time, materials, etc. in support of customer queries, work tendering, production scheduling and related activities and to source supplies, services and other resources.

Ability to work individually or as a member of a team and to work with customers, peers, and support staff and to apply changes in process, materials, etc. in order to enhance shop quality and efficiency.

Ability to adapt to and implement changes in work priorities in support of fabrication shop productivity and to ensure that appropriate safety precautions and work process procedures are observed.

TRAINING AND EXPERIENCE REQUIREMENTSJob Level

First Class Journeyman in one or more of the following trades – Welder, Machinist or Millwright as registered in Alberta.

Supplemental training in areas such as drafting, project estimating and scheduling, sales/marketing, welding inspection, building codes and I.S.O. standards, and office automation hardware and software (particularly MESIS+) is desirable.

A minimum of five (5) years of applied trades experience, preferably within a high volume fabrication production shop with 2 years of estimate and bid preparation work is required.

** This is a class specification and not an individualized job description. A class specification represents and defines the general character, scope of duties and responsibilities of all positions within a specific job classification. It is not intended to describe nor does it necessarily list the essential job functions for a specific position in a classification. Positions may perform some of the duties listed above but this does not necessarily qualify for placement into this classification.*

Salary Plan	<u>10M</u>	<u>10A</u>	<u>10B</u>	<u>10C</u>
Job Code	1400			

Last Updated:

Previous Updates:

Originated:

2000-10