

HOURLY JOB DESCRIPTIONS



L3HARRIS

**JUNE 28, 2025
GREENVILLE, TEXAS**

EFFECTIVE JUNE 28, 2025

TABLE OF CONTENTS

<u>Job Classification</u>	<u>Job Code</u>	<u>Grade</u>	<u>Page</u>
Aircraft Mechanic	01H11	1	3
Aircraft Mechanic Trainee	10H32	4	6
Aircraft Mechanic Apprentice	10H33	4	7
Aircraft Painter	02H12	2	8
Assembler-Electrical-Electronics	04H01	2	10
Assembler-Electrical-Electronics Trainee	10H02	4	12
Buildings Worker	10H29	5	13
Composite Technician	04H11	2	14
Electrician-Maintenance	02H01	2	17
Grounds Worker	09H29	5	19
HVAC Mechanic	02H11	2	21
Maintenance Painter	02H02	2	23
Master Aircraft Painter	01H06	1	25
Mechanic-Automotive	02H03	2	27
Mechanic-Maintenance- Master	02H04	2	29

<u>Job Classification</u>	<u>Job Code</u>	<u>Grade</u>	<u>Page</u>
Plumber-Maintenance	02H06	2	31
Production Support	05H16	4	33
Senior Shop/Materials Processor	01H07	1	35
Shop/Materials Processor	02H13	2	37
Shop/Materials Processor Trainee	10H14	4	39
Shop Painter	04H04	3	40
Tool Builder / Master Welder	01H09	1	42
Wood Worker-Maintenance	02H09	2	44

AIRCRAFT MECHANIC

Job Code: 01H11

Labor Grade 1

JOB SUMMARY:

1. This occupation requires sufficient working knowledge and/or understanding in the repair and maintenance of airframes, hydraulics, fuel systems, electrical systems, or aircraft engines.
 - Possess a working knowledge of military, commercial, or general aviation aircraft.
 - Reliability, communications skills, workmanship, and good judgment are essential traits.
2. Mechanics are expected to perform work at increasing levels of skill and complexity as they gain experience.
3. Mechanics with sufficient training, skill, and experience may develop expertise in specific disciplines. Some of these specific disciplines are: Aircraft Electrical; Aircraft Fuel Systems; Aircraft Hydraulic/Pneumatic Systems; Powerplant Maintenance; Fuel Cell Maintenance; Structural Repair/Modification; Upholstery/Interior Finish.
4. Mechanics will work under general oversight and guidance in such operations as disassembly, assembling, checking, repairing, replacing, testing, adjusting, installing, servicing, fabricating and other operations required to maintain the airworthiness of aircraft and all their components while in service or while undergoing overhaul and/or modification.

JOB DUTIES:

May include, but are not limited to:

1. Working from drawings, blueprints, sketches, written procedures, planned work orders, technical work orders, work cards and/or any other authorized reference material as required to complete assigned work.
2. Signing flight releases as required.
3. Performing both major and minor structural modifications such as laying out and assembling first article floor mounted type console and rack assemblies with or without the aid of templates, jigs, fixtures, etc.
4. Determine wire routing and assembly sequence on racks, consoles, etc. that are similar in construction and design to previously fabricated units.
5. Work first articles, racks and consoles, etc. where wire routing will not be predetermined.
6. Performing flightline operations, hangar maintenance, modification or repairs on a variety of assigned aircraft.
7. Performing upholstery interior trim repairs and/or modifications.

8. Performing general inspections, corrosion control procedures, troubleshooting and fault isolation procedures on aircraft systems.
9. Where qualified performing various testing of Aircraft Systems as required such as: engine runs, pitot-static, oxygen, fuel quantity, etc. under supervision and with proper certification.
10. Performing aircraft servicing, as required.
11. Fabricating and obtaining parts, within approved procedures.
12. Operating and utilizing necessary ground support equipment, including, but not limited to, auxiliary power carts, portable lighting, air conditioning or other ventilation equipment as needed.
13. Trains others.
14. Performs other duties as assigned.
15. Enter and retrieve production and other job-related data or information using computer systems or other electronic data collecting equipment.
16. When assigned a Product Quality Verification (PQV) Level II certification, buy off (work performed meets specifications) their own work and verify the accuracy of work performed by non-certified employees, within their occupation.
17. Removes, installs and rigs externally mounted components utilizing boom and scissor type lifts and/or other support equipment.
18. Using forklift trucks, overhead crane systems, small tugs, etc. to move support equipment, and aircraft parts, and components, but not to other hangars or to other areas across the field outside immediate work areas.
19. Performing other work as assigned that is incidental to primary job duties or other assigned work that may be performed safely using tools that are commonly available including assembly of minor scaffolding in production areas.
20. Clean-up of work areas, tools, and equipment in order to maintain a safe and clean work environment.
21. Performing aircraft modifications as necessary.

TOOLS, MATERIALS AND EQUIPMENT:

1. Employees in this classification may work with and use all tools, materials, machines, instruments, and equipment necessary to perform their duties.
2. Management may determine that specific training or certifications are required for certain work, jobs, tools, equipment, or assignments.

MINIMUM REQUIREMENTS:

1. Requires a minimum of one (1) year of hands-on experience working as an aircraft mechanic performing various tasks or two (2) years credit for FAA Airframe and/or Powerplant License or three (3) years of relevant technical experience.
2. Requires Product Quality Verification (PQV) Level II certification or must be able to become (PQV) Level I certified within 180 calendar days.
3. Requires the ability to read and write in English. A more detailed analysis of essential job function physical and environmental factors is on file in the Human Resources Department and the First Aid Center.

AIRCRAFT MECHANIC "TRAINEE"

Job Code: 10H32

Labor Grade: 4

JOB SUMMARY:

1. This occupation will develop a trainee's working knowledge and understanding in the repair and maintenance of airframes, hydraulics, fuel systems, electrical systems, or aircraft engines.
2. Trainees are expected to perform work at increasing levels of skill and complexity as they gain experience.

JOB DUTIES:

May include, but are not limited to:

1. Train for one year **and will be promoted to Aircraft Mechanic occupation when they meet the minimum experience requirements as defined by the higher Job Description.**
2. Assist higher rated employees in the performance of their duties (Aircraft Electrical, Structural, Fuel Cells and Aircraft Systems).
3. Work routine and repetitive tasks.
4. Work from drawings, blueprints, sketches, written procedures, planned work orders, technical work orders, work cards and/or any other authorized reference material as required to complete assigned work.
5. Complete necessary paperwork in a manner designated by the Company.
6. Perform other work as assigned that is incidental to primary job duties or other assigned work that may be performed safely using tools that are commonly available
7. Clean-up of work areas, tools, and equipment in order to maintain a safe and clean work environment.

MINIMUM REQUIREMENTS:

1. Requires the ability to read and write in English. A detailed analysis of essential job function physical and environmental factors is on file in the Human Resources Department and the First Aid Center.

AIRCRAFT MECHANIC APPRENTICE

Job Code: 10H33

Labor Grade: 4

JOB SUMMARY:

1. This occupation will develop an apprentice's academic and working knowledge and understanding in the repair and maintenance of airframes, hydraulics, fuel systems, electrical systems, or aircraft engines.
2. Apprentices are expected to perform work at increasing levels of skill and complexity as they gain experience.

JOB DUTIES:

May include, but are not limited to:

1. Trains for two years and will be promoted to Aircraft Mechanic occupation when they meet the minimum experience requirements as defined by the higher Job Description.
2. Assist higher rated employees in the performance of their duties (Aircraft Electrical, Structural, Fuel Cells and Aircraft Systems).
3. Work routine and repetitive tasks.
4. Work from drawings, blueprints, sketches, written procedures, planned work orders, technical work orders, work cards and/or any other authorized reference material as required to complete assigned work.
5. Complete necessary paperwork in a manner designated by the Company.
6. Perform other work as assigned that is incidental to primary job duties or other assigned work that may be performed safely using tools that are commonly available.
7. Clean-up of work areas, tools, and equipment in order to maintain a safe and clean work environment.
8. For additional detail, refer to the current Memorandum of Understanding for the Aircraft Mechanic Apprentice occupation.

MINIMUM REQUIREMENTS:

1. Requires the ability to read and write in English. A detailed analysis of essential job function physical and environmental factors is on file in the Human Resources Department and the First Aid Center.
2. Must be accepted into the Apprenticeship Program offered by L3Harris, Greenville, TX.

AIRCRAFT PAINTER

Job Code: 02H12

Labor Grade 2

JOB SUMMARY:

1. This occupation requires the brush and spray application of paints, primer and finish coats of paints, etc., on exterior and interior surfaces of aircraft, parts, assemblies, sub-assemblies, etc.
2. Painters at all levels are expected to perform work at increasing levels of skill and complexity as they gain experience.
3. Reliability, communications skills, workmanship, and good judgment are essential traits.

JOB DUTIES:

May include, but are not limited to:

1. Makes layouts of insignias, stars, call letters, etc.; working from blueprints, sketches, written or verbal instructions.
2. Spray paints final coat of paint etc., to the interior and exterior surface of aircraft after the base coats have been applied and surface prepared to receive the final coat.
3. Lays out decorative designs or special squadron markings as required.
4. Sprays detailed parts or assemblies.
5. Blends and mixes paints or other materials, etc., to proper color, tint of existing finish and to proper spraying consistency.
6. Replaces call letters, insignias, stars, etc., by using templates when outlines are still visible.
7. Performs touch-up and rework on special finishes where painting of a larger area is impractical.
8. Applies textured finishes with Grade A and B finishes to various aircraft interiors, exteriors, components and equipment.
9. Sprays face plates of "G" box and equipment that requires a special finish such as baking, crackle finish, etc.
10. Applies paints and/or other materials by brush, spraying or pressure pot, etc., to all types of surfaces.
11. Applies chemical paint stripping solution to aircraft and aircraft components.
12. Fabricates, replaces and applies special decals and stencils to interior or exterior of aircraft (such as modification changes).
13. Applies all types of primers to the interior or exterior of an aircraft, parts, details, parts, sub-assemblies and assemblies.

14. Mixes primer to proper spraying consistency.
15. Removes treated paint with steam and/or high pressure water.
16. Applies finish coat or high sheen finish on aircraft furniture, aircraft galley equipment, etc., or other items as required.
17. Works to specified drawings, tech orders, TPS's and tolerances.
18. Performs duties from platform lifts, scissor lifts, boom lifts, ladders or any other safe means of performing the assigned duties.
19. Stores, handles, uses, and disposes of hazardous waste chemicals, such as acids; caustics; flammables; poisons; and oxidizers in accordance with Federal, State, and Local Environmental Protection Laws.
20. May prepare surface to be painted by sanding, etching, treating, etc., and masking if required. Applies etching compound to exposed surfaces to be painted and removes same.
21. Employees may input and retrieve production data into and from computer systems and buy off (work performed meets specifications) their own work.
22. Clean-up of work areas, tools, and equipment in order to maintain a safe and clean work environment.
23. Washes aircraft, large assemblies.
24. Employees who are assigned a Product Quality Verification (PQV) Level II certification buy off (work performed meets specifications) their own work and verify the accuracy of work performed by non-certified employees, within their occupation. Level I employees will only buy off their own work.
25. All Painters will perform other duties as assigned.

TOOLS, MATERIALS, AND EQUIPMENT:

1. Works with and uses all tools, materials, machines, test equipment and instruments required to perform duties.

MINIMUM REQUIREMENTS:

1. Normally requires one (1) year of industrial, aircraft, construction and/or spray painting experience or the relevant technical experience.
2. Requires Product Quality Verification (PQV) level II certification or must be able to become (PQV) level II certified within 180 days.
3. Requires the ability to read and write in English. A detailed analysis of essential job function physical and environmental factors is on file in the Human Resources Department and the First Aid Center.

ASSEMBLER-ELECTRICAL-ELECTRONICS

Job Code: 04H01

Labor Grade: 2

JOB SUMMARY:

1. This occupation requires the fabrication and assembly of electrical and electronic parts, materials, hardware, wiring harnesses, components and sub-assemblies into completed assemblies in the manufacture and modification of electrical, electronic, electro-mechanical equipment, consoles, racks, etc.
2. Reliability, communications skills, workmanship, and good judgment are essential traits.
3. AEEs are expected to perform work at increasing levels of skill and complexity as they gain experience.

JOB DUTIES:

May Include, but are not limited to:

1. Enter data into and retrieve data from various computer systems.
2. Ability to interpret electrical-electronic terminology, symbols, codes, etc. while independently working from various work instructions, drawings, and standard assembly procedures, etc.
3. Perform all basic tasks required in the electrical and electronic occupations such as soldering, lugging, string tying, and operation of wire, wave solder equipment, etc.
4. Fabricate and assemble all types of electrical, electronic and electro-mechanical equipment, parts, materials, hardware, wire, wire bundles, printed wiring board assemblies, etc. and their associated equipment into subassemblies and complete assemblies.
5. Determine wire routing and assembly sequence on racks, consoles, panels, boxes, etc. that are similar in construction and design to previously fabricated units.
6. Work first articles, racks, consoles, panels, boxes, etc. where wire routing will not be predetermined.
7. Route and fabricate single or multi-wire harnesses for formboards per drawing and work instructions.
8. Perform troubleshooting, test checks (continuity, bonding, etc.) reworks and modification changes requiring the same level of skills as defined in the classification.
9. Performs other work as assigned that is incremental to primary job duties or other assigned work that may be performed safely using commonly available tools.
10. Accountable for tools, equipment and clean work area.
11. Obtain and maintain certifications essential to accomplish required work.
12. Employees assigned a Product quality Verification (PQV) Level II stamp must inspect and accept their own work and other non-certified and certified employees' work, stating

the product meets all specifications. Level I employees must inspect and accept their own work.

13. Train employees.
14. Performs other duties as assigned.

TOOLS, MATERIALS AND EQUIPMENT:

1. Employees in this classification may work with all tools, machines, materials, equipment and instruments required to perform job duties.
2. Management may determine that specific training or certifications are required for certain work, jobs, tools, equipment, or assignments.

MINIMUM REQUIREMENTS:

1. Requires a minimum of one (1) year of hands-on experience performing various types of electrical-electronic fabrication, or two (2) years credit for FAA Airframe and/or Powerplant License and assembly or three (3) years of relevant technical experience.
2. Must have good visual and color perception and good manual dexterity.
3. Requires Product Quality Verification (PQV) Level II certification or must be able to become (PQV) Level I certified within 180 calendar days.
4. Requires the ability to read and write in English. A detailed analysis of essential job function physical and environmental factors is on file in the Human Resources Department and the First Aid Center.
5. Ability to utilize computer.

ASSEMBLER-ELECTRICAL-ELECTRONICS "TRAINEE"

Job Code: 10H02

Labor Grade: 4

JOB SUMMARY:

1. This occupation will develop a trainee's working knowledge and understanding of the fabrication and assembly of electrical and electronic parts, materials, hardware, wiring harnesses, components and sub-assemblies.
2. Trainees are expected to perform work at increasing levels of skill and complexity as they gain experience.

JOB DUTIES:

May include, but are not limited to:

1. Train for one year **and will be promoted to Assembler-Electrical-Electronics occupation when they meet the minimum experience requirements as defined by the higher Job Description.**
2. Assist higher rated employees in the performance of their duties.
3. Work routine and repetitive tasks.
4. Enter and retrieve data into and from various computer systems and complete necessary paperwork in a manner designated by the Company.
5. Perform all basic tasks required in the electric and electronic occupation such as soldering, lugging, string tying, and operation of wire, wave solder equipment etc.
6. Perform other work as assigned that is incidental to primary job duties or other assigned work that may be performed safely using tools that are commonly available tools.
7. Clean-up of work areas, tools, and equipment in order to maintain a safe and clean work environment.
8. Obtain and maintain certifications essential to accomplish required work.
9. Must be able to become a Product Quality Verification (PQV) Level 1 within six months after completing training.

MINIMUM REQUIREMENTS:

1. Must have good visual and color perception and good manual dexterity.
2. Requires the ability to read and write in English. A detailed analysis of essential job function physical and environmental factors is on file in the Human Resources Department and the First Aid Center.
3. Ability to utilize a computer.

BUILDINGS WORKER

Job Code: 10H29

Labor Grade: **5**

JOB SUMMARY:

1. This occupation performs janitorial duties necessary for the development and maintenance of a clean, orderly and sanitary plant environment.

JOB DUTIES:

May include, but are not limited to:

1. Sweeps, cleans, dusts, polishes and removes debris from internal and external areas of the plant.
2. Cleans and refills towel racks, paper holders, scrap containers, and performs other similar duties as required.
3. Performs general labor duties as required which includes, but is not limited to replacing light bulbs, moving furniture and similar types of general labor or maintenance jobs.
4. Makes minor adjustments to equipment as required.
5. Works from sketches, layouts, prints, written or verbal instructions.
6. Maintains records and makes reports as required.
7. Assists higher rated employees or performs miscellaneous duties as required.
8. Employees may input and retrieve required data into and from computer systems in order to complete their assigned tasks.
9. Trains others.
10. Performing other work as assigned that is incidental to primary job duties or other assigned work that may be performed safely using tools that are commonly available.
11. Clean-up of work areas, tools, and equipment.

TOOLS, MATERIALS AND EQUIPMENT:

1. Works with and uses all tools, materials, instruments, machines and equipment necessary to perform duties.

MINIMUM REQUIREMENTS:

1. Normally requires a minimum of six (6) months of experience.
2. Requires the ability to read and write in English. A detailed analysis of essential job function physical and environmental factors is on file in the Human Resources Department and the First Aid Center.

COMPOSITE TECHNICIAN

Job Code: 04H11

Labor Grade: 2

JOB SUMMARY:

1. Forms and fabricates parts and assemblies by means of low pressure laminating or other approved techniques using materials and mixed chemical compounds through the medium of pressure, heat and molds.
2. **Composite Technicians** at all levels are expected to perform work at increasing levels of skill and complexity as they gain experience.
3. Reliability, communications skills, workmanship, and good judgment are essential traits.

JOB DUTIES:

May Include, but are not limited to:

1. Does occasional developmental work.
2. Checks first run parts for conformity to blueprints.
3. Corrects problems by taking corrective action on equipment or materials.
4. Performs metal bonding by adhesive process on structural Type I and non-structural Type II items requiring high tensile strength in accordance with T.P.S's.
5. Performs rework and makes repairs on structural and non-structural items as per T.P.S's.
6. Impregnates and laminates fiberglass cloth.
7. Fabricates metalite assemblies.
8. Sets up molds and jigs in accordance with verbal or written instructions.
9. Cuts fiberglass and honeycomb to correct size and shape.
10. Performs routine duties.
11. Sets up large hydraulic plastic forming presses where pressure has not been determined.
12. Fabricates pattern templates to aid in operation.
13. Hand forms acrylics and/or forms acrylics by use of molds (not vacuum forming machine).

14. Welds poly-vinyl chloride.
15. Mixes chemicals and other materials as required to perform assigned duties.
16. Removes air bubbles, waves, folds as required.
17. Sets up and operates vacuum pumps as required.
18. Applies bagging as required.
19. Works from blueprints, written or verbal instructions to the level of work described herein.
20. Operates curing oven to specified heat cycle, pressure and time tolerance.
21. May assist higher rated employees in the performance of their duties.
22. Performs liquid foam in-place.
23. Cleans molds and jigs as required.
24. Sets up and operates portable spray-up system equipment.
25. Works from templates, molds, jigs and shop aids.
26. Fabricates parts, assemblies and trims to proper size to the level of work described herein.
27. Performs modification and technical order compliances.
28. Must be able to qualify for and maintain certification necessary to accomplish assigned duties.
29. Produces parts by operating vacuum forming machine.
30. Bonds parts, sub-assemblies and assemblies, using proper adhesives and/or chemicals.
31. Employees may input and retrieve production data into and from computer systems
32. Employees who are assigned a Product Quality Verification (PQV) Level II certification buys off (work performed meets specifications) their own work and verify the accuracy of work performed by non-certified employees, within their occupation. Level I employees will only buy off their own work.
33. Trains others.

34. Performs other duties as assigned.
35. Clean-up of work areas, tools, and equipment.

TOOLS, MATERIALS, AND EQUIPMENT:

1. Works with and uses all tools, materials, machines, instruments and equipment necessary to perform duties.

MINIMUM REQUIREMENTS:

1. Normally requires one (1) year of **Composite Technician** experience.
2. Requires Product Quality Verification (PQV) Level II certification or must be able to become (PQV) Level I certified within 180 days.
3. Requires the ability to read and write in English. A detailed analysis of essential job function physical and environmental factors is on file in the Human Resources Department and the First Aid Center.

ELECTRICIAN-MAINTENANCE

Job Code: 02H01

Labor Grade 2

JOB SUMMARY:

1. This occupation requires the layout, installation and repair of facility electrical systems.
2. Maintenance electricians at each level are expected to perform work at increasing levels of skill and complexity as they gain experience.
3. Reliability, communications skills, workmanship, and good judgment are essential traits.

JOB DUTIES:

May include, but are not limited to:

1. Lays out electrical wiring circuit location for new installations.
2. Calculates wire size requirements for various loads, motor horsepower requirements and circuit loads.
3. Performs preventative maintenance, trouble shoots and makes necessary repairs on magnetic, electrical, and/or electronic controls on all available equipment.
4. May repair electrical circuits and/or equipment on dead circuits.
5. Requires the use of rigging and scaffolding.
6. Operates any plant electrical equipment necessary in repairing of installation work.
7. Solders wires, assembles electrical parts and wire.
8. Works to sufficient accuracy to meet insurance underwriters' and city standards of safety for electrical work.
9. Trouble shoots and repairs hot circuits with a voltage of 600V or less.
10. Employees may input and retrieve required data into and from computer systems in order to complete their assigned tasks.
11. Using blueprints, written procedures, and technical work orders to complete assigned work.
12. Trains others.
13. Performing other work as assigned that is incidental to primary job duties or other assigned work that may be performed safely using tools that are commonly available.
14. Clean-up of work areas, tools, and equipment.

TOOLS, MATERIALS, AND EQUIPMENT:

1. Works with and uses all tools, materials, instruments, machines and equipment necessary to perform duties.

MINIMUM REQUIREMENTS:

1. Requires a minimum of journeyman's license. and an Electrical Apprenticeship Training Certification. Requires six (6) years of experience as a licensed electrician with journeyman's license. Required experience must be working in industrial, electrical construction and maintenance work.
2. Requires the ability to read and write in English. A detailed analysis of essential job function physical and environmental factors is on file in the Human Resources Department and the First Aid Center.

GROUNDS WORKER

Job Code: 09H29

Labor Grade: **5**

JOB SUMMARY:

1. This occupation performs general labor duties necessary for the development and maintenance of a clean, orderly and sanitary plant environment.

JOB DUTIES:

May include, but are not limited to:

1. Operates a wide variety of equipment required to maintain the campus and airfield.
2. Moves furniture, digs ditches, repairs roads, builds fences, repairs concrete, loads and unloads trucks, machinery, materials, and performs other similar duties as required.
3. Landscapes, plants, waters, sprays, fertilizes, mows, trims, prunes, weeds and transplants grass, shrubs, flowers and trees or otherwise maintains the grounds.
4. Lubricates and makes minor adjustments and repairs to equipment and machinery as required.
5. Works from sketches, layouts, prints written or verbal instructions.
6. Maintains records and makes reports as required.
7. Assists higher rated employees or performs miscellaneous labor duties as required.
8. Employees may input and retrieve required data into and from computer systems in order to complete their assigned tasks.
9. Trains others.
10. Performing other work as assigned that is incidental to primary job duties or other assigned work that may be performed safely using tools that are commonly available.
11. Clean-up work areas, tools and equipment.
12. Performs general grounds maintenance duties.

TOOLS, MATERIALS AND EQUIPMENT:

1. Operates backhoe, skid steer, tractors, batwing shredders, street sweeper, zero-turn mowers, fork lifts, scissor lifts, and boom lifts. Works with and uses all tools, materials, instruments, machines and equipment necessary to perform duties.

MINIMUM REQUIREMENTS:

1. Requires a minimum of one (1) year of experience working with a majority of the types of listed equipment.
2. Requires the ability to read and write in English. A detailed analysis of essential job function physical and environmental factors is on file in the Human Resources Department and the First Aid Center.

HVAC MECHANIC

Job Code: 02H11

Labor Grade: 2

JOB SUMMARY:

1. This occupation operates, regulates, repairs and adjusts chill-hot-water and/or direct expansion cooling-heating-ventilating and refrigeration systems and their component parts.
2. HVAC mechanics at each level are expected to perform work at increasing levels of skill and complexity as they gain experience.
3. Reliability, communications skills, workmanship, and good judgment are essential traits.

JOB DUTIES:

May include, but are not limited to:

1. Establishes operating and loading requirements.
2. Dismantles, replaces parts and makes repairs on furnaces, heating, ventilating, cooling, chilled water, DX, VAV boxes, energy management systems, and refrigeration systems and their component parts as required.
3. Logs operating conditions as required.
4. Works from blueprints, verbal instructions, sketches and manuals.
5. Reports needs for major repairs to supervision.
6. Lubricates, cleans, insulates, paints and otherwise services all equipment, machinery, etc., in a power house or cooling tower as required.
7. Works to specified tolerances.
8. Makes adjustments to maintain predetermined operating condition within specification and tolerances.
9. Determines that the equipment is properly compensating for the change in temperature in accordance with programmed operating instructions.
10. Evaluates equipment performance from records.
11. Designs and develops ducts that will carry a predetermined quantity of air or material.
12. Employees may input and retrieve required data into and from computer systems in order to complete their assigned tasks.
13. Performing other work as assigned that is incidental to primary job duties or other assigned work that may be performed safely using tools that are commonly available.
14. Using blueprints, written procedures, technical work orders as necessary to complete assigned work.
15. Trains others.

16. Clean-up of work areas, tools, and equipment.

TOOLS, MATERIALS, AND EQUIPMENT:

1. Works with and uses all tools, materials, instruments, machines and equipment necessary to perform duties.

MINIMUM REQUIREMENTS:

1. Normally requires six (6) years of experience in commercial maintenance and operation of a chill-hot-water and/or direct expansion systems.
2. Requires universal certification for technicians as required by EPA Clean Air Act, Section 608.
3. Requires the ability to read and write in English. A detailed analysis of essential job function physical and environmental factors is on file in the Human Resources Department and the First Aid Center.

MAINTENANCE PAINTER

Job Code: 02H02

Labor Grade: 2

JOB SUMMARY:

1. This occupation requires the brush and spray painting of primer and finish coats of paints, dopes, etc., on facilities equipment, buildings, etc.
2. Painters are expected to perform work at increasing levels of skill and complexity as they gain experience.
3. Reliability, communications skills, workmanship, and good judgment are essential traits.

JOB DUTIES:

May include, but are not limited to:

1. Makes layouts of insignias, stars, call letters, etc.; working from blueprints, sketches, written or verbal instructions.
2. Blends and mixes paints, dopes, or other materials, etc., to proper color and tint of existing finish.
3. Performs tape-bed, float, touch-up and rework on special finishes where painting of a larger area is impractical.
4. Selects proper paints, primers and reducing agents. Applies paints and/or other materials by brush, spray, gun, pressure pot, etc., to all types of surfaces, on buildings and equipment (mobile and fixed) and vehicles.
5. Stores, handles, uses, and disposes of hazardous waste chemicals, such as acids; caustics; flammables; poisons; and oxidizers in accordance with Federal, State, and Local Environmental Protection Laws.
6. Applies finish coat or high sheen finish on office furniture, etc., or other items as required.
7. Works to specified tolerances.
8. Performs duties from lifts, ladders, swings or any other safe means of performing the assigned duties.
9. May prepare surface to be painted by sanding, etching, treating, etc., and masking if required.
10. Employees may input and retrieve production data into and from computer systems.
11. Performs work on ceiling tile, wallpaper and decorative finishes.
12. **Removes, installs, and repairs flooring as needed.**
13. Trains others.

TOOLS, MATERIALS, AND EQUIPMENT:

1. Works with and uses all tools, materials, instruments, machines and equipment necessary to perform duties.

MINIMUM REQUIREMENTS:

1. Normally requires six (6) years of construction painting experience or the equivalent.
2. Requires the ability to read and write in English. A detailed analysis of essential job function physical and environmental factors is on file in the Human Resources Department and the First Aid Center.

MASTER AIRCRAFT PAINTER

Job Code: 01H06

Labor Grade: 1

JOB SUMMARY:

1. This occupation requires the brush and spray application of paints, primer and finish coats of paints, etc., on exterior and interior surfaces of all types of aircraft, parts, assemblies, sub-assemblies, etc.
2. Painters at all levels are expected to perform work at increasing levels of skill and complexity as they gain experience.
3. Reliability, communications skills, outstanding workmanship, and good judgment are essential traits.
4. Must maintain any appropriate program clearances.
5. **Interested and qualified Aircraft Painters are selected to work towards becoming a Master Aircraft Painter. Job openings will not be required to be posted on the bulletin board.**

JOB DUTIES:

May include but are not limited to:

1. Applies paint to VIP aircraft; assists in the training of lesser skilled painters.
2. Makes layouts of insignias, stars, call letters, etc.; working from blueprints, sketches, written or verbal instructions.
3. Lays out decorative designs or special squadron markings as required.
4. Blends and mixes paint, or other materials, etc., to proper color, tint of existing finish and to proper spraying consistency.
5. Performs touch-up and rework on special finishes where painting of a larger area is impractical.
6. Sprays face plates of "G" box and equipment that requires a special finish such as baking, crackle finish, etc.
7. Applies textured finishes with Grade A and B finishes to various aircraft interiors, exteriors, components and equipment.
8. Applies paints and/or other materials by brush, spraying or, pressure pot, etc., to all types of surfaces. Operates several types of paint guns to perform aircraft painting tasks.
9. Stores, handles, uses, and disposes of hazardous waste chemicals, such as acids; caustics; flammables; poisons; and oxidizers in accordance with Federal, State, and Local Environmental Protection Laws.
10. Applies finish coat or high sheen finish on aircraft furniture, aircraft galley equipment, etc., or other items as required.

11. Works to specified drawings, tech orders, TPS's and tolerances.
12. Performs duties from platform lifts, scissor lifts, boom lifts, ladders, or any other safe means of performing the assigned duties.
13. May prepare surface to be painted by sanding, etching, treating, etc., and masking if required.
14. Employees may input and retrieve production data into and from computer systems.
15. Clean-up of work areas, tools, and equipment in order to maintain a safe and clean work environment.
16. Employees who are assigned a Product Quality Verification (PQV) Level II certification buy off (work performed meets specifications) their own work and verify the accuracy of work performed by non-certified employees, within their occupation.
17. Trains others.
18. Performs other duties as assigned.

TOOLS, MATERIALS, AND EQUIPMENT:

1. Works with and uses all tools, materials, machines, test equipment and instruments required to perform duties.

MINIMUM QUALIFICATIONS:

1. May be required to recertify annually.
2. Normally requires six (6) years of aircraft painting experience or the equivalent.
Minimum of one (1) year at Majors Field as an Aircraft Painter.
3. **Satisfactory completion of the application, skills demonstration and assessment process with recommendation from Paint Department leadership.**
4. Requires Product Quality Verification (PQV) Level II certification or must be able to become (PQV) certified within 180 days.
5. Requires the ability to read and write in English. A detailed analysis of essential job function physical and environmental factors is on file in the Human Resources Department and the First Aid Center.

MECHANIC-AUTOMOTIVE

Job Code: 02H03

Labor Grade: 2

JOB SUMMARY:

1. This occupation repairs and maintains all types of automotive vehicles and equipment. Also requires the restoration of damaged equipment such as tugs, mobile air conditioners, automotive equipment, scooters, and similar type equipment bodies and frames to their original condition. Must be experienced on automotive computer command control systems and their diagnosis and repair.
2. Automotive mechanics at each level are expected to perform work at increasing levels of skill and complexity as they gain experience.
3. Reliability, communications skills, workmanship, and good judgment are essential traits.

JOB DUTIES:

May include but are not limited to:

1. May evaluate and determine maintenance requirements consisting of a major overhaul on mechanical, electrical or hydraulic components, parts and/or systems.
2. Trouble shoots and determines maintenance requirements on mechanical, electrical or hydraulic systems and/or components/parts when the trouble has not been reduced to a standard practice.
3. Stores, handles, uses, and disposes of hazardous waste chemicals, such as acids; caustics; flammables; poisons; and oxidizers in accordance with Federal, State, and Local Environmental Protection Laws.
4. Replaces damaged items (such as fenders, doors, panels, hoods, grills, bumpers, and similar items and/or components) to their original configuration by acceptable repair methodology; also replaces fixtures, glass, etc.
5. Performs general labor duties as required, which includes, but is not limited to replacing vehicles light bulbs, changing flat tires, fueling automobiles, checking and changing oil levels in automobiles and similar types of mechanical or maintenance jobs.
6. Employees may input and retrieve required data into and from computer systems in order to complete their assigned tasks.
7. Disassembles, assembles, repairs, lubricates, installs and trouble shoots all types of internal combustion engines, transmissions, brake systems, associated hydraulic systems, air conditioning systems, electrical systems and all other gear trains and/or equipment or parts.
8. Works to specified tolerances.
9. Maintains records and makes reports as required.

10. Works from prints, schematics, written or verbal instructions.
11. Performing other work as assigned that is incidental to primary job duties or other assigned work that may be performed safely using tools that are commonly available.
12. Uses written procedures and technical work orders or manuals as necessary to complete assigned work.
13. Clean-up of work areas, tools, and equipment.

TOOLS, MATERIALS, AND EQUIPMENT:

1. Works with and uses all tools, materials, instruments, machines and equipment necessary to perform duties.

MINIMUM REQUIREMENTS:

1. Requires six (6) years experience on diesel, heavy equipment, generators, forklift, automobile or a truck mechanic.
2. Requires certification for technicians as required by EPA Clean Air Act, Section 609.
3. Requires the ability to read and write in English. A detailed analysis of essential job function physical and environmental factors is on file in the Human Resources Department and the First Aid Center.

MECHANIC-MAINTENANCE-MASTER

Job Code: 02H04

Labor Grade: 2

JOB SUMMARY:

1. This occupation repairs automated multi-axis mills, machine centers, laser punch press, water jet, and similar automated manufacturing equipment. Maintains plant fire suppression pumps, compressors, rebuilds all types of pumps, fabricates, installs rebuilds machines, equipment, structures, etc., per requirements and/or specifications by use of various machines, welders and other associated equipment and tools to support maintenance of the facilities. Repairs equipment components at high working elevations.
2. Maintenance mechanics at all levels are expected to perform work at increasing levels of skill and complexity as they gain experience.
3. Reliability, communications skills, workmanship, and good judgment are essential traits.

JOB DUTIES:

May include, but are not limited to:

1. Plans sequence of fabrication and/or repair on items for which the repair and/or fabricating methods have not been pre-determined or reduced to a standard practice.
2. Verifies that machines and/or equipment is operating to the manufacturer's specifications and makes repairs to restore proper machine operation.
3. Repairs and/or fabricates items, parts, etc., subjected to high stress to prevent any imperfection in the weld which would result in failure.
4. Inputs and retrieves required data into and from computer systems in order to complete their assigned tasks.
5. Disassembles, assembles, repairs, adjusts, installs and troubleshoots facility machinery and equipment.
6. Selects materials, lays out and fabricates parts from samples, sketches, written or verbal instructions.
7. Fabricates shop aids, jigs, fixtures, slings, etc., by cutting and fitting materials that are not practical to fabricate in the tooling area. Builds or repairs shoring, work stands, trailers, scaffolding in non-production areas, etc.
8. Works to standards or codes established by the builder's trade.
9. Performs rework as required.
10. Trains others.
11. Performs other work as assigned that is incidental to primary job duties or other assigned work that may be performed safely using tools that are commonly available.

12. Uses blueprints, written procedures and technical work orders or manuals as necessary to complete assigned work.
13. Clean-up of work areas, tools, and equipment.
- 14. Ceiling grid work.**

TOOLS, MATERIALS, AND EQUIPMENT:

1. Works with and uses all tools, materials, instruments, machines and equipment necessary to perform duties.

MINIMUM REQUIREMENTS:

1. Normally requires six (6) years of general maintenance experience and/or maintaining and repairing on various types of general machines and equipment including automated CNC machines. Must be able to perform work at elevated heights.
2. Requires the ability to read and write in English. A detailed analysis of essential job function physical and environmental factors is on file in the Human Resources Department and the First Aid Center.

PLUMBER-MAINTENANCE

Job Code: 02H06

Labor Grade: 2

JOB SUMMARY:

1. Requires the layout, installation and repair of plant plumbing systems.
2. Plumbers at each level are expected to perform work at increasing levels of skill and complexity as they gain experience.
3. Reliability, communications skills, workmanship, and good judgment are essential traits.

JOB DUTIES:

May include, but are not limited to:

1. Responsible for laying out and the installation of new sewer, steam, air, water, gas, fuel and chemical systems.
2. Determines type and pipe size to be used on new sewer, steam, air, water, gas, fuel and chemical installations.
3. Removes, replaces and/or repairs sewer, steam, air, water, gas, fuel and chemical lines, fittings, valves, faucets, etc., as required.
4. May extend the services of an existing sewer, steam, air, water, gas, fuel or chemical system by tying into it when the same or similar type and size of pipe is to be used.
5. Works from prints, written or verbal instructions.
6. Works to sufficient accuracy to meet insurance underwriters and city standards of safety for plumbing work.
7. Works to specified tolerances.
8. Diagnoses trouble that is of an unusual nature.
9. Removes, replaces, or repairs lines, etc., where the pressure cannot be turned off.
10. Employees may input and retrieve required data into and from computer systems in order to complete their assigned tasks.
11. Trains others.
12. Performs other duties as assigned.
13. Clean-up of work areas, tools, and equipment.

TOOLS, MATERIALS, AND EQUIPMENT:

1. Works with and uses all tools, materials, and equipment applicable to the trade.

MINIMUM REQUIREMENTS:

1. Requires a minimum of journeyman's license and six (6) years of experience with journeyman's license while working as a plumber in commercial and/or industrial arenas.
2. Requires the ability to read and write in English. A detailed analysis of essential job function physical and environmental factors is on file in the Human Resources Department and the First Aid Center.

PRODUCTION SUPPORT

Job Code:05H16

Labor Grade: 4

JOB SUMMARY:

1. This occupation is responsible for ordering, receiving, storing, inventorying, disbursing, maintaining, crating, operating, loading and unloading, packing and unpacking, and transporting tools, supplies, component parts, blueprints, finished goods and other equipment and material necessary to facilitate and support production and non-production operations in accordance with oral, written, computer terminal instructions and experience in the warehousing, tool and parts crib environments.
2. Production Support employees are expected to perform work at increasing levels of skill and complexity as they gain experience.
3. Reliability, communications skills, workmanship, and good judgment are essential traits.
4. Production Support employees have the primary responsibility for operating all equipment, heavy and minor, that is utilized in the production support capacity to support all operations of the facility.

JOB DUTIES:

May include, but are not limited to:

1. Operates cranes (including mobile boom crane) as required to facilitate production operations. Activities include lifting, positioning or removing external mounted components and transporting parts and assemblies during the installation and/or removal from the aircraft.
2. Tows and positions aircraft.
3. Receives, stores, transports, disburses, crates, packs/unpacks, loads/unloads and maintains inventory of: production and non-production material, tools, supplies, component parts, finished goods. Maintains related documents in accordance with oral, written and system-generated instructions and experience.
4. Maintains records, makes reports and completes related paperwork as required.
5. Fuels and defuels aircraft and trucks; directs the unloading of incoming fuel and other oil and solvents from transporting vehicles.
6. Obtain Product Quality Verification (PQV) level I certification for any of the following areas: Receiving, Kitting, Shipping, Tool Calibration.
7. Stores, handles, uses, and disposes of hazardous waste chemicals, such as acids; caustics; flammables; poisons; and oxidizers in accordance with Federal, State, and Local Environmental Protection Laws.
8. Input and retrieve required data into and from computer systems in order to complete their assigned tasks.

9. Offload delivery trucks and verify materials against supplier documentation and/or computer generated instructions.
10. May be required to maintain a DOT physical examination certification.
11. May require hazardous materials shipping certification in accordance with DOT, 49CFR and IATA regulations.
12. May operate trucks on public streets or highways ranging in capacity up to semi-trailers of ten (10) tons or more.
13. May require a valid commercial operator's license to qualify as a motor fleet driver.
14. Employees may be required to learn and utilize business software applications to input and retrieve data in order to complete assigned tasks.
15. May be called upon to interface with other departments to assist in resolving material problems.
16. Trains others.
17. Clean-up of work areas, tools, and equipment in order to maintain a safe and clean work environment.
18. Performs other duties as assigned.
19. Support ATC (Automated Tool Control) as required.

TOOLS, MATERIALS, AND EQUIPMENT:

1. Employees in this classification may work with and use all tools, materials, instruments, machines and equipment necessary to perform their duties.

MINIMUM REQUIREMENTS:

1. Minimum of one (1) year of hands-on experience in any the following areas: material handling, small tool repair, tool crib, inventory control, warehousing, transportation, equipment (including but not limited to forklifts, high reach lifts, cranes, heavy machinery).
2. Requires the ability to read and write in English. A more detailed analysis of essential job function physical and environmental factors is on file in the Human Resources Department and the First Aid Center.
3. Must have proficient communication and computer skills.
4. May be required to become proficient in SAP, Crib Master, and Visual QA.

SENIOR SHOP/MATERIALS PROCESSOR

Job Code: 01H07

Labor Grade: 1

JOB SUMMARY:

1. This occupation performs the sheet metal fabrication, machining, and set up for production requirements of various aircraft parts and components. Requires setting up fixtures and planning the sequence of work using a variety of manual and CNC machine tools, sheet metal forming and bending equipment, layout, drill and tap equipment and other related machines and processes.
2. SMPs at all levels are expected to perform work at increasing levels of skill and complexity as they gain experience.
3. Reliability, communications skills, workmanship, and good judgment are essential traits.

JOB DUTIES:

May include but not are limited to:

1. Perform complex machining and fabrication activities required of an SMP, including the performance of machining work and tube fabrication in an on aircraft environment. Maintain pertinent certifications for these activities.
2. Operate a variety of machine tools, including precision equipment and CNC machines.
3. Perform all setup functions including tool grinding, tool setup, fixture setup, machine set point, and general part and document preparation.
4. Perform fabrication, aircraft machining, machining, and finishing steps required to make complete parts.
5. Inspect all work and certify personal workmanship and the workmanship of others.
6. Perform all work to specific tolerances and Company Standards.
7. Work from engineering drawings, sketches, T.O's and/or any other authorized reference material.
8. Employees may input and retrieve production data from computer systems and perform other common tasks associated with performing these duties.
9. Perform both major and minor structural modifications.
10. Perform airframe inspections and corrosion control applicable to the accomplishment of on-aircraft machining operations.
11. Use boom/scissor type lifts and/or other equipment necessary to perform duties in a safe manner, and maintain necessary certifications.
12. Use, handle, store and dispose of a variety of hazardous chemicals associated with working on and around aircraft, and maintain necessary certifications.

13. Plan job tasks, which include interfacing with hangar personnel, engineering, other support personnel, and the customer.
14. Trains others.
15. Clean-up of work areas, tools, and equipment in order to maintain a safe and clean work environment.
16. Employees who are assigned a Product Quality Verification (PQV) Level II certification buys off (work performed meets specifications) their own work and verify the accuracy of work performed by non-certified employees, within their occupation. Level I employees will only buy off their own work.
17. Assist in Minor panel assembly, edge fill or honey comb assembly in a work cell environment.
18. Performs other duties as assigned.

TOOLS, MATERIALS AND EQUIPMENT:

1. Works with and uses all tools, materials, fixtures, precision instruments, machines and equipment assigned within the work area necessary to perform duties.
2. Assemble and use specialized on-aircraft machining equipment/kits supplied by the company or customer.

MINIMUM REQUIREMENTS:

1. Requires five (5) years diversified machining experience. Requires a working knowledge of shop mathematics, including trigonometry. Ability to work from blueprints, drawings, handbooks, charts, and tables. Ability to work from technical orders, service orders, and other technical procedures/instructions common to aircraft maintenance.
2. Normally requires two (2) years' experience performing on-aircraft machining and requires a working knowledge and understanding of the repair and maintenance of airframes.
3. Requires Product Quality Verification (PQV) Level II certification or must be able to become PQV certified within 180 days.
4. Must be able to physically perform all activities related to on-aircraft machining. Prerequisites #2 and #3 are required to maintain this rating of Senior Shop Material Processor.
5. Requires the ability to read and write in English. A detailed analysis of essential job function physical and environmental factors is on file in the Human Resources Department and the First Aid Center.

SHOP/MATERIALS PROCESSOR

Job Code: 02H13

Labor Grade: 2

JOB SUMMARY:

1. This occupation performs the sheet metal fabrication, machining, and set up for production requirements of various aircraft parts and components. Requires setting up fixtures and planning the sequence of work using a variety of manual and CNC machine tools, sheet metal forming and bending equipment, tubing fabrication, layout, drill and tap equipment and other related machines and processes.
2. SMPs at all levels are expected to perform work at increasing levels of skill and complexity as they gain experience.
3. Reliability, communications skills, workmanship, and good judgment are essential traits.

JOB DUTIES:

May include, but are not limited to:

1. Operate a variety of simple and complex machine tools including precision equipment and CNC machines.
2. Perform all setup functions including tool grinding, tool setup, fixture setup, machine setpoint and general part and document preparation.
3. Perform fabrication, machining and finishing steps required to make complete parts.
4. Inspect all work and that of prior and succeeding operators to insure drawing and process conformity.
5. Sets up and operates completely and independently on all simple and complex machines.
6. Operates all simple and complex machines after basic set up has been made by others, or where set up is simple.
7. Performs simple repetitive machining operations on mills, lathes, drill presses and other related tasks in order to produce an item or part.
8. Perform all work to specific tolerances and Company standards.
9. Works from blueprints, sketches, printed or verbal information or instructions.
10. Required to run and edit NC programs for adjustments to feed, speed off sets, etc.

11. Employees may input production data into and retrieve production data from computer systems, and buy off (work performed meets specifications) their own work.
12. Employees may perform common tasks associated with making parts, getting material, tools and supplies; transporting, drilling, taping, inserting, alodine, painting, hand forming any material used in the performance of their duties.
13. Employees who are assigned a Product Quality Verification (PQV) Level II certification buys off (work performed meets specifications) their own work and verify the accuracy of work performed by non-certified employees, within their occupation. Level I employees will only buy off their own work.
14. Trains others.
15. Assist in panel assembly, edge fill or honey comb assembly in a work cell environment.
16. Clean-up of work areas, tools, and equipment.
17. Performs other duties as assigned.

TOOLS, MATERIALS AND EQUIPMENT:

1. Works with and uses all tools, materials, fixtures, precision instruments, machines, including NC/CNC machines, and equipment assigned within the work area necessary to perform duties.

MINIMUM REQUIREMENT:

2. Requires a minimum of one (1) year of hands-on experience performing diversified machining work, or three (3) years of relevant technical experience.
3. Requires a working knowledge of shop mathematics. Ability to work from blueprints, drawings, handbooks, charts, and tables.
4. Requires Product Quality Verification (PQV) Level II certification or must be able to become (PQV) Level I certified within 180 days.
5. Requires the ability to read and write in English. A detailed analysis of essential job function physical and environmental factors is on file in the Human Resources Department and the First Aid Center.

SHOP/MATERIALS PROCESSOR "TRAINEE"

Job Code: 10H14

Labor Grade: 4

JOB DUTIES:

May include, but not limited to:

1. Train for one year **and will be promoted to Shop/Materials Processor occupation when they meet the minimum experience requirements as defined by the higher Job Description.**
2. Enter and retrieve data into and from various computer systems.
3. Perform all basic tasks required in SMP occupations. Perform work to specific tolerances and Company Standards.
4. Performs other work as assigned that is incremental to primary job duties or other assigned work that may be performed safely using commonly available tools.
5. Accountable for tools, equipment and clean work area.
6. Obtain and maintain certifications essential to accomplish required work.
7. Promote to a Shop/Materials Processor after 1 year of service.
8. Performs other duties as assigned.

MINIMUM REQUIREMENTS:

1. Must have good visual and color perception and good manual dexterity.
2. Must be able to become a Product Quality Verification (PQV) Level 1 within 180 days after completing training.
3. Requires the ability to read and write English. A detailed analysis of essential job function physical and environmental factors is on file in the Human Resources Department and the First Aid Center.

SHOP PAINTER

Job Code: 04H04

Labor Grade: 3

JOB SUMMARY:

1. This occupation requires the brush and spray painting of primer and finish coats of paints, dopes, etc., on surfaces of detailed aircraft parts, assemblies, racks, details, sub-assemblies, etc.
2. Painters at all levels are expected to perform work at increasing levels of skill and complexity as they gain experience.
3. Reliability, communications skills, workmanship, and good judgment are essential traits.

JOB DUTIES:

May include, but are not limited to:

1. Prepares surfaces to be painted by masking, cleaning, etching and sanding.
2. Replaces decals and performs stencil work.
3. Performs rework and touch-ups in close-out areas.
4. Applies all types of primers to the interior or exterior of aircraft parts.
5. Performs touch-up and rework on special finishes where painting of a larger area is impractical.
6. Applies primer coats to details, parts, sub-assemblies and assemblies.
7. Mixes primer to proper spraying consistency.
8. Applies etching compound to exposed surfaces to be painted and removes same.
9. Applies textured finishes with Grade A and B finishes to various aircraft components and equipment.
10. Sprays face plates of "G" box and equipment that requires a special finish such as baking, crackle finish, etc.
11. Stores, handles, uses, and disposes of hazardous waste chemicals such as acids, caustics, flammables, poisons, and oxidizers in accordance with Federal, State, and Local environmental protective laws.
12. Employees may input and retrieve production data into and from computer systems and buy off (work performed meets specifications) their own work.
13. Clean-up of work areas, tools, and equipment.
14. Performs other duties as assigned.
15. Employees who are assigned a Product Quality Verification (PQV) Level II certification buy off (work performed meets specifications) their own work and verify the accuracy

of work performed by non-certified employees, within their occupation. Level I employees will only buy off their own work.

TOOLS, MATERIALS, AND EQUIPMENT:

1. Works with and uses all tools, materials, machines, test equipment and instruments required to perform duties.

MINIMUM REQUIREMENTS:

1. Normally requires one (1) year of experience with industrial, construction, and/or spray painting.
2. Must be able to become (PQV) Product Quality Verification Level I certified within 180 days.
3. Requires the ability to read and write in English. A detailed analysis of essential job function physical and environmental factors is on file in the Human Resources Department and the First Aid Center.

TOOL BUILDER / MASTER WELDER

Job Code: 01H09

Labor Grade: 1

JOB SUMMARY:

1. This occupation plans, designs, lays out, constructs and assembles tools, die, jigs, fixtures, templates, molds, shop aids, etc.
2. Tool builders are expected to perform work at increasing levels of skill and complexity as they gain experience.
3. **Requires high level of expertise on gas or arc welding of all metal and alloys used in the fabrication of aircraft parts, components and/or ground equipment of a production nature.**
4. Reliability, communications skills, workmanship, and good judgment are essential traits.

JOB DUTIES:

May include, but are not limited to:

1. Plans, designs, lays out, constructs and assembles production type tools, dies, jigs, fixtures, templates, molds, form blocks, shop aids, plaster and plastic molds, etc., for experimental and production projects. Working from or with information that is incomplete or not available and may require the use of past experience to successfully complete the assignment.
2. Works within specified tolerances.
3. Employees may input and retrieve production data into and from computer systems.
4. Coordinates, with other departments that may be required, to perform detail operations on component parts that are not practical and/or cost effective to produce in the tooling department.
5. Tool Builders can perform other occupational group job duties including, but not limited to, Shop/Materials Processor, **Composite Technician**, Mechanic-Maintenance-Master in the performance of their normal job duties.
6. Employees who are assigned a Product Quality Verification (PQV) Level II certification buys off (work performed meets specifications) their own work and verify the accuracy of work performed by non-certified employees, within their occupation. Level I employees will only buy off their own work.
7. Performs routine duties of the Tool Builder.
8. Trains others.
9. Operation of laser tracker. May operate this equipment as part of training leading to certification by the company for this work. **Point to Point Laser Tracking and 3D Scanning of developmental and production work.**

10. Drills holes that are required in tooling details or tool assemblies prior to machining operations.
11. Works from company documents, blueprints, sketches, written and/or verbal orders.
12. Mixes material and fabricates plaster and plaster tools, dies, jigs, molds, fixtures, etc., as required.
13. **May be required to weld repair aircraft engines and flight critical parts.**
14. **Prepares, sets up and checks overall setups and correctly welds by acetylene gas or arc, any aircraft assembly or part.**
15. **Coordinates with engineering repair concerns and solutions.**
16. **Complex welding operation that may be in a flat, vertical or overhead position.**
17. **Performs welding on stressed or non-stressed parts or on assemblies set up in jigs or held in position by welder.**
18. **Works to specified tolerances.**
19. **Fabricates shop aids, jigs, fixtures, slings, etc., by cutting and fitting materials as per tooling orders that can be fabricated in the tooling area. Fabricates new components using required tooling and fixtures.**
20. **Layout and build structural steel aircraft parts/components in accordance with blueprints.**
21. Performs rework as required.
22. Clean-up of work areas, tools, and equipment; performs other duties as assigned.
23. **May be required to obtain and maintain AWS D17.1 Class A Certification.**

TOOLS, MATERIALS AND EQUIPMENT:

1. Works with and uses all tools, materials, instruments, machines, equipment and lifting devices assigned within the work area necessary to perform duties.

MINIMUM REQUIREMENTS:

1. Normally requires two (2) years of experience, including two (2) years of machining or CNC experience, (2) years as a Tool Builder and/or machine shop/ **professional welding** related work.
2. Requires Product Quality Verification (PQV) Level II certification or must be able to become (PQV) certified within 180 days.
3. Requires the ability to read and write in English. A detailed analysis of essential job function physical and environmental factors is on file in the Human Resources Department and the First Aid Center.

WOOD WORKER-MAINTENANCE

Job Code: 02H09

Labor Grade: 2

JOB SUMMARY:

1. Fabricates furniture, aircraft parts, components and equipment.
2. Constructs and/or repairs all types of wooden structures, equipment and shoring.
3. Wood workers at each level are expected to perform work at increasing levels of skill and complexity as they gain experience.
4. Reliability, communications skills, workmanship, and good judgment are essential traits.

JOB DUTIES:

May include, but are not limited to:

1. Builds jigs used in the fabrication of office furniture and wooden aircraft parts, components and equipment.
2. Manufactures office furniture that requires a decorative design and a high gloss or special surface finish.
3. Fabricates shorne components, mockups, similar equipment, aircraft furniture and equipment in support of aircraft operations.
4. Builds permanent type partitions in office areas and installs decorative wall covering.
5. Works from blueprints, schematics, written or verbal instructions.
6. Plans, lays out, selects materials and constructs all types of wooden structures.
7. Repairs wooden structures as required.
8. May install portable or prefabricated type partitions.
9. May install hardware, glass, etc., as required.
10. Works to specified tolerance.
11. Employees may input and retrieve required data into and from computer systems in order to complete their assigned tasks.
12. Trains others.
13. Performs other duties as assigned.
14. Clean-up of work areas, tools, and equipment.

TOOLS, MATERIALS AND EQUIPMENT:

1. Works with and uses all tools, materials, instruments, machines and equipment necessary to perform duties.

MINIMUM REQUIREMENTS:

1. Normally requires a minimum of six (6) years of diversified commercial cabinet making or carpentry experience.
2. Requires the ability to read and write in English. A detailed analysis of essential job function physical and environmental factors is on file in the Human Resources Department and the First Aid Center.

Weingarten Rights

In 1975, the United States Supreme Court decided in Weingarten vs. NLRB that employees have the right to union representation at an investigatory interview if a reasonable person could believe the meeting might lead to their discipline. These became known as “Weingarten Rights.”

The Supreme Court ruled that the following rules apply during an investigatory interview:

Rule 1: The employee must make a clear request for union representation before or during the interview. The employee cannot be punished for making this request.

Rule 2: After the employee makes the request, the employer must choose from among three options:

1. Grant the request and delay questioning until the union representative arrives and (prior to the interview continuing) the representative has a chance to consult privately with the employee;
2. Deny the request and end the interview immediately; or
3. Give the employee a clear choice between having the interview without representation, or ending the interview.

Rule 3: If the employer denies the request for union representation, and continues to ask questions, it commits an unfair labor practice and the employee has a right to refuse to answer. The employer may not discipline the employee for such a refusal.

Insubordination (Refusal to Follow an Order)

If an employee refuses to obey an order and you are satisfied that he has no legitimate reason for refusing, tell him/her this:

If you refuse to obey my instruction, you will be committing an act of insubordination. This is a very serious offense. You will be subject to discharge if you continue to refuse. Do you understand what I have told you?

Now I'm giving you a second direct order to _____. I'm going to leave for a few minutes. When I come back I hope you will have reconsidered.

(Leave the employee; get a Management witness and return.)

Repeat step one in front of the witness. If the employee again refuses, inform the employee that he/she will be suspended pending further investigation. Contact Labor Relations or after hours contact Security.

If there are no other Management witnesses available, contact security to provide an officer to serve as a witness and make complete notes. If he/she refuses to leave premises, DO NOT Under Any Circumstances Touch the Employee. Call Plant Security ext. 75333.

As soon as the employee is gone, write your statement of all the events leading up to the incident describing the incident and describing what actions you took. Go at once to your Supervisor and transfer your notes to the “Notice of Employee Discipline” Form.

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