



Example of Shop Job Description

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Our company is looking to fill the role of shop. We appreciate you taking the time to review the list of qualifications and to apply for the position. If you don't fill all of the qualifications, you may still be considered depending on your level of experience.

Responsibilities for shop

- Assist machinist with setups
- Responsible for housekeeping in the machine shop
- Operators are responsible for the area near their
- Operation of forklift, including Pallets and 30' tubular and overhead crane operations
- Misc housekeeping and safety duties
- Evaluating performance
- Conducting trainings/instruction
- Checking in inventory by serial number
- Noting any defects in equipment and tools returned to the shop
- Cleaning equipment and tools

Qualifications for shop

- This position requires availability to work various shifts on weekdays, weekends, and holidays
- MSHA Certified (Field Service)
- Crouching, crawling, and standing for long periods of time
- Rotating spindles
- Sharp cutting edges, sparks and hot chip
- Repetitive and static posture