



# Example of Shops Job Description

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Our growing company is looking to fill the role of shops. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for shops

- Follow safety practices for personal protection, protection of fellow workers and the protection of the public in accordance with the company safety manual
- Perform metal fabrication and/or welding construction of specialized equipment and/or components used in the electric and gas utility industry
- The Group Leader recognizes that accident and injury prevention are equal in importance to production, quality, delivery, recovery and cost control
- Coaches the fundamentals of Reliability Excellence
- The Group Leader will take a leadership role in teaching, promoting and practicing Arconic Business System (ABS) concepts and philosophies within his/her span of control and responsibility
- Provides support and direction for team conflict resolution activities
- Develops, improves, and implements a process that encourages cross shift communication
- Promotes awareness and ownership of maintenance improvements, objectives and goals
- Regularly shares business information with the team
- Reviews departmental metrics to ensure team is meeting objectives

## Qualifications for shops

- Must follow all safety procedures and wear appropriate company provided personal protective equipment as needed/required
- Must be willing to work 12 hour rotating shift and overtime as required

- Reading For Information - Level 4
- Locating Information - Level 4
- Applied Mathematics - Level 4