

Bullseye Glass Co.

Job Description

Department: Maintenance Position: **Entry Level Furnace Builder**

Lines of Responsibility

Reports to: Maintenance Supervisor

Essential Job Functions

The Furnace Builder serves the critical role of building and maintaining one of the key assets in glass making: The furnace. For this role the essential job functions are:

- Construction of furnaces for glass production
- Manage preventative and predictive maintenance of furnaces, manufacturing equipment, and facilities
- Upgrade and repair furnace and manufacturing equipment
- Fabrication of manufacturing process equipment and tooling
- Manage and perform required documentation of furnace procedures, data input, and specifications
- Assist all maintenance department responsibilities as required

Additional Responsibilities

- Working with supervisor, responsible for self-initiated development of skills and abilities
- Identify and initiate improvements to methods and tasks related to essential job functions
- Team-focus; support all department goals by assisting other departments as the need arises.

Experience

- Minimum of 4 years in any of the following trades: machining, facilities maintenance, welding, fabrication, construction, pipefitter, millwright, or similar mechanical role.

Qualifications (Education, Skills)

- Read a tape measure
- Use of basic hand tools
- Able to follow directions
- Work with minimal supervisor
- Have some trouble shooting skills.
- Valid driver's license

Training Period

Two years

Physical requirements / Use of Senses

- Temperature: The position requires the ability to work on high temperature materials and around high temperature equipment for extended periods using proper PPE protection.
- Working in high temperature environments exceeding 120 Degrees for extended periods (During the summer months).
- Materials: Working with hazardous materials requiring respirator protection for extended periods.
- Standing/walking: Frequently. To move throughout the plant areas.
- Lifting/carrying: Frequently. To use various hand tools, power tools and construction materials. Typical weight between 10 and 100 lbs.
- Handling/grasping: Frequently. To use various hand and power tools.
- Speaking/hearing: Frequently. To speak with employees and supervisors and follow verbal instructions. To listen for irregular noise in relation to equipment repair.
- Finger dexterity: Frequently. To use various hand and power tools in the construction of furnaces and in the repair of equipment.
- Near vision: Frequently. To perform various maintenance duties throughout the plant area.
- Far vision: Frequently. For maneuvering about the plant.

Mental requirements / Attributes

- Interaction with others: Frequently. Communicates with co-workers, supervisors, employees.
- Time/deadline/shift/overtime requirement: Frequently. Job requires considerable coordination with

other employees and supervisor in the rotation of job duties assigned on each shift.

- Attention to detail: Frequently. Accuracy is critical for almost all phases of the job.
- Critical judgment: Frequently. May need to identify problems or assess situations quickly and be able to determine needed action.
- Confined spaces: Occasionally. Ability to work in permit required confined spaces.
- Customer Service: Positively respond to the needs and requests of production staff. Requires a service oriented, supportive approach to internal customers.
- Positive attitude: Continually. Essential while working in an environment with time stressors and working closely with co-workers.

Operation of Equipment / Tools

- Company Pick-Up Truck: Frequently. To pick-up and deliver supplies and material from various contractors and vendors.
- Various Hand Tools: Frequently. To perform preventative and corrective maintenance job duties and to construct furnaces.
- Various Power Tools: Frequently. To perform preventative and corrective maintenance job duties and to construct furnaces.
- Welding Equipment: Frequently. To construct production implements and fabricate special projects and to construct furnaces.