

HIX CORPORATION

Job Description Form



Hix Corporation -Jigs & Fixtures

Reports to – Assistant Production Manager

FLSA: Part Time – Non-exempt

Hours: 40 per week

Shift: 6am – 3pm Monday – Thursday

6am – 12pm Friday

Occasional Overtime Required No Travel Expected

Descriptive Summary

This position primarily analyzes specifications, lays out metal stock, sets up and operates machine tools, and fits and assembles parts to fabricate and repair metalworking dies, cutting tools, jigs and fixtures, gauges, and machinists' hand tools. This position may also perform other production activities, including but not limited to supporting the production team by assembling parts, operating machinery, fabrication, and operating a forklift as well as cleaning and maintaining equipment and the shop floor.

Essential Duties and Responsibilities:

To perform this job successfully, an individual must be able to perform the essential duties and responsibilities of the job with or without reasonable accommodation. Duties and responsibilities may change at any time with or without notice.

- Studies specifications such as blueprints, sketches, models, or descriptions and visualizes product to determine materials required and machines to be used to fabricate parts.
- Computes dimensions, plan layout, and determines assembly method and sequence of operations.
- Performs tool making techniques with emphasis on jigs and fixtures for production situations.
- Measures, marks, and scribes metal stock for machining.
- Sets up and operates machine tools such as lathes, milling machine, shaper, and grinder to machine parts and verifies conformance of machined parts to specifications.
- Lifts machined parts and positions and secures parts on surface plate or worktable.
- Smooths flat and contoured surfaces and power grinders and fits and assembles parts together and into assemblies and mechanisms verifying dimensions, alignments, and clearances.
- Connects wiring and hydraulic lines to install electrical and hydraulic components.
- Examines standard or previously used dies, tools, and jigs and fixtures, then recommends design modifications regarding construction and function of part.
- Develops specifications from general descriptions for specialty tools and draws or sketches design products.
- Inspect assemblies and parts for conformance to specifications.
- Request materials, parts and supplies as assigned to conformance with system to ensure availability for operations.
- Wear proper safety equipment and comply with company safety rules always.
- Daily contribution as a team member is expected with regular attendance and punctuality.
- Other duties as assigned.

Mission and Vision Competencies and Skills

Mission and Vision: Hix Corporation is dedicated to innovative manufacturing of the highest quality equipment and products, serving the worldwide graphics imaging, commercial food, and industrial oven industries: cultivating a rewarding partnership with customers, employees, and suppliers.

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- **Pride:** take pride in yourself, in others and in Hix Corporation.
- **People:** treat people fair and be socially responsible. Everyone matters.
- **Partnership:** Respect and value relationships with customers, suppliers, and co-workers. Team attitude is crucial. Value open and candid communication to foster an atmosphere of success.
- **Quality:** Quality by design in our products and the work we do to exceed customer expectations. We value the quality of our environment and will maintain its cleanliness and safety.
- **Integrity:** Commit to the highest level of ethical conduct. Strive to succeed in developing safe products, great environment, equal employment practices and compliance with all laws.
- **Mathematical Skills:** Ability to add, subtract, multiply and divide two-digit numbers.
- **Language Skills:** Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write simple correspondence. Ability to effectively present information in one-on-one and small group situations to customers, clients, and other employees of the organization.

Physical Demands/Work Environment

- Regularly stand and reach with hands and arms.
- Occasional required to sit, climb, balance, stoop, kneel, or crouch.
- Frequently lift or move up to 20lbs.
- Occasionally lift or move up to 50lbs.
- Regularly exposed to fumes or airborne particles.
- The noise level is usually moderate.
- Exposed to moving mechanical parts and vibrations.

Education/Experience

- High School diploma or equivalent
- One-year certificate from college or technical school desired
- Three to five years related experience or training.
- Equivalent combination of education, experience, and training.

EEO

- Hix Corporation is an Equal Opportunity Employer.

I understand and agree to the duties and expectations of my role as outlined in this job description. I can perform the essential function of the job with or without reasonable accommodations.

Employee Name

Employee Signature

Date

Job Description: Jigs & Fixtures

Revision Date: 03/2020

HR Authorized Work Code: 3548

Job Code: 7-100JF

EEO: OP 51-4121 8140

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