

JOB DESCRIPTION-PACIFIC STUDIO, INC.

Job Title: **Lead Fabricator, Level 1**
Reports to: **Production Director**
Supervises: **None**

FLSA Status: **Non-Exempt**
Pay: **Full time, Hourly**

Position Summary: As a key member of the core project team (Project Manager, Lead Fabricator, Lead Technical Designer), the Lead Fabricator is responsible for successfully manufacturing and finishing project deliverables on time, within allocated labor hours, and to achieve the project outcomes. This position plays a leadership role in organizing and planning the project, directing work to assigned fabricators, planning and implementing installation efforts, and holding accountability for the fabrication outcomes of the project. The Lead Fabricator collaborates consistently within the core project team, and across the organization to achieve project success.

Competency: The **Level 1 Lead Fabricator** is familiar with and capable of executing the core of their job description. They may be able to mentor others in a few areas. They are capable of independent action, but require supervisor direction and check-ins. They can handle typical work based on the job description and may feel comfortable stepping out of that role to take on other discreet responsibilities. They are learning about the skills and duties of other departments.

Essential Functions and Responsibilities:

- Engage with Project Manager and Lead Technical Designer to lead the project planning and implementation; Collaborate with core team on strategic pre-planning, means & methods determination, installation planning, and any other planning efforts (i.e. in-house fabrication, coordination with sub-contractors/General Contractors, etc) to accomplish project completion on time and within budget.
- Ensure that all project details are clearly defined and understood; Communicate fabrication process to assigned Fabricators to accomplish a successful build.
- Communicate consistently with core team to verify project details and outcomes; attend weekly production meetings, and interface with the client as needed within the project.
- Contribute to labor planning on a weekly basis to ensure proper staffing and resources are available on a given project; ensure shop load report accurately reflects labor needed by project.
- Track and take custody of project specific materials once they have been received by the Purchasing Department.
- Assign specific tasks and expectations to Fabricators; mentor Fabricators and Shop Managers on techniques and processes as needed.
- Engage in manufacturing activities including, but not limited to, interpreting plans, cutting, assembling and modifying parts, installation, prototyping, and sampling.
- Review work completed by Fabrication staff; provide feedback directly and report concerning issues to Shop Manager.
- Lead the pack-out; Make sure the road box is adequately stocked with all necessary tools and first aid supplies; safely & securely pack all products for installation.
- Supervise installation crew in conjunction with the Project Manager.
- Maintain knowledge and skills in all areas of fabrication.
- Assist the Project Manager in writing the description and maintenance instructions for exhibits for the exhibit manual.
- Report all injuries, potential work area hazards, and unsafe practices to the Facility Manager or Production Director immediately.

- Maintain a positive and supportive work environment that encourages the sharing of information and ideas, situational awareness, and courtesy for fellow workers.

Qualifications Required:

- Proven assertive leadership of temporary project fabrication teams
- Ability to clearly communicate in English verbally, over the phone, and through email
- Broad understanding of carpentry, metal fabrication, plastic fabrication, rigging/heavy lifting, work site safety procedures, time keeping, electronics, mechanics, painting/finishing, graphics processes and project management
- Familiarity with Microsoft Office Suite
- Basic shop math skills (decimals, fractions, equations)
- Experience working from shop drawings and verbal instruction
- Ability to travel out of town, state, and country for extended installations
- Ability to work beyond normally scheduled hours to include nights, weekends, and holidays
- Must be able to legally work for any employer in the United States of America

Qualifications Desired:

- One year of experience as a Fabricator for P.S.
- Basic knowledge of Epicor
- Experience with maintaining/creating aesthetic qualities of a high end finish
- Previous proven experience in excellent internal and external customer service
- Ability to work with metric measurements
- Three to five years of previous experience in a custom fabrication shop