

Job Description



Job Title:	JIG & FIXTURE BUILDER A	Department:	TOOLING
Positive Type:	Full Time, Non-exempt (Union)	Job Code:	S1014h
External Posting URL:	http://seniorssp.com/jobs.php		
SSP Portal:	http://inet.ssp.local/jobs.php?RO=1		
Applications Accepted By:			
EMAIL: SSPResumes@SeniorSSP.com Subject Line: JIG & FIXTURE BUILDER A		MAIL: Senior Aerospace SSP · JIG & FIXTURE BUILDER A 2980 N. San Fernando Blvd, Burbank CA 91504	
JOB DESCRIPTION			
<p>Summary: This occupation requires planning the sequence of operations, layouts and construction of various types and sizes of jigs and fixtures used in the fabrication of parts and assemblies, including the fabrication of jigs and fixture for master tooling.</p> <p>Essential Duties & Responsibilities: Include the following and all other duties as may be assigned. Individuals must be able to perform each essential duty satisfactorily.</p> <ul style="list-style-type: none"> Plans sequence of operations, fabricates, builds and makes complete layout of all types of jigs and fixtures (including tool masters), involving compound angles where the establishment and coordination to exacting to tolerances of numerous tooling holes and reference points between several planes is required. Uses Engineering prints, loft information, tool design, drawings, tool sketches and verbal instructions. Able to suggest changes in design involving practicability, economy, and process manufacture to proper personnel. Makes determinations regarding fabrication and design detail parts such as fitting stops, locating pins and mechanical operation of jigs and submits them for approval to proper personnel. Lays out and fabricates from tool design drawings and engineering prints and sketches for the construction of such jigs as sub-assembly and assembly jigs (including tool masters) involving coordination of tooling holes and reference points in parallel planes or planes at right angles and having compound angles and complex contours where the establishment and coordination to exacting tolerances of numerous tooling holes and reference points between several planes is required. Determines permanent or tooling reference points on jig and fixture structures using sight level and transits when required. Performs the layout, fabrication assembly, rework and repair of jigs, fixtures and tool masters involving compound angles and complex contours where the establishment and coordination to exacting tolerances of numerous tooling holes and reference points in several planes is required. <p>Competencies: To perform the job successfully, an individual should demonstrate the following competencies:</p> <ul style="list-style-type: none"> <i>Quantity</i> - Meets productivity standards; Completes work in timely manner; Strives to increase productivity; Works quickly. <i>Safety and Security</i> - Observes safety and security procedures; Reports potentially unsafe conditions; Uses equipment and materials properly. <i>Attendance/Punctuality</i> - Is consistently at work and on time. <i>Dependability</i> - Follows instructions, responds to management direction; Takes responsibility for own actions; Keeps commitments; Completes tasks on time or notifies appropriate person with an alternate plan. 			

JIG & FIXTURE BUILDER A

Qualifications: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

- **Education and/or Experience:** High school diploma or general education degree (GED); or three to five years related experience and/or training; or equivalent combination of education and experience.
- **Language Skills:** Ability to read and comprehend simple instructions, short correspondence, and memos.
- **Mathematical Skills:** Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.
- **Reasoning Ability:** Ability to apply common sense understanding to carry out detailed but uninvolved written or oral instructions. Ability to deal with problems involving a few concrete variables in standardized situations.

EXPERIENCE

- Must be able to use machinists hand tools, precision measuring instruments such as micrometers, height and surface gauges, verniers, scribes, calipers, templates, transits, sight levels, dial indicators, sine blocks, straight edges, gauge blocks.
- Must be able to set up and operate necessary equipment.
- Able to perform all necessary operations in the fabrication of jigs and fixtures.
- Able to use precision measuring instruments.
- Must have general knowledge of machine shop practice and procedure and to know jig and fixture building theory.
- Must be able to use and interpret design drawings and engineering blueprints.
- Must be able to use trigonometry.
- Must be able to read blueprints.
- 6+ years' experience in jig and fixture building.

TYPICAL MATERIALS, TOOLS and EQUIPMENT USED

- Materials worked on: Ferrous and non-ferrous metals and their alloys. Plastics, micarta, wood, pressed woods, padding felt, rubber and leather.
- Materials worked with: Layout die (bluing) cerro-brand, screws, nuts, bolts, rivets, dowel pins, casters, clamps, hinges and various hardware fittings.
- Tools used: Machinists hand tools, precision measuring instruments such as micrometers, height and surface gauges, verniers, scribes, calipers, templates, transits, sight levels, dial indicators, sine blocks, straight edges. Must always have complete set of personal tools adequate to perform the work covered by the job classification.
- Equipment used: Drill presses, pedestal and disc grinders, power saws, arbor presses, mills, lathes, O.D. - I.D. grinder, surface grinder, band saws, hand drill motors, hand grinder motors.

Physical Demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is regularly required to talk or hear. The employee is frequently required to stand; walk; sit; use hands to finger, handle, or feel and reach with hands and arms. The employee must frequently lift and/or move up to 25 pounds.

Work Environment: The work environment characteristics described here are representative of those the employee encounters while performing the essential functions of this job. The work environment is representative of a manufacturing shop floor. While performing the duties of this job, the employee is required to wear steel toed safety shoes, sleeves while tack welding, safety glasses and hearing protection (if working in one of the designated work areas).

ITAR Compliance: Senior Aerospace SSP strives to abide by all governmental rules and regulations. Access to our facility is restricted under the International Traffic in Arms Regulations (ITAR) and/or Export Administration Regulations (EAR) to U.S. Citizens, lawful permanent residents of the United States and properly licensed foreign persons and therefore employment is also restricted under the (ITAR) and (EAR) regulations.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
EOE/M/F/D/V/SO stands for Equal Opportunity Employer: Minority, Female, Disabled, Veteran, Sexual Orientation