



Fabrication Dispatcher

Reports To: Fabrication Supervisor	Shift: 1 st M-F 7:30a-4p
FLSA Classification: Non-Exempt	Department: Fabrication
EEOC Category:	
Date: 1/4/2023	Approved By: Brian Morrison
Quality #:	Job Location: Sedalia

Job Summary:

Perform duties required to maintain and dispatch fabrication requirements by completing tasks and duties around shop floor documents; production dispatch lists and queues; schedules and machine centers; inventory control support; and assisting the Fabrication department in other aspects as needed.

Essential Functions:

1. Shop Floor Documents:
 - a. Maintain and distribute based on customer requirements and efficient production flow
 - b. Sort, sequence, and proof for Fabrication
 - c. Coordinate Fabrication document changes to include responding to requests from Fabrication team members or Material Planners. Make appropriate changes based on established procedures.
 - d. Refer unusual cases to the Fabrication Supervisor
2. Production Dispatch Lists and Queues:
 - a. Maintain accuracy of and distribute dispatch reports and boards based on current production priorities
 - b. Pull production documents into each work center's dispatch board in order to minimize work in process while maximizing departmental efficiency.
 - c. Refer unusual cases to the Fabrication Supervisor.
3. Inventory Control Support:
 - a. Research errors and provide information to Fabrication Cycle Counter.
 - b. Assist in steel inventory counts as needed.
4. Scheduling:
 - a. Identify work flow requirements for the various machine centers
 - b. Understand machine functions, capacity, utilization as well as flexing for maintenance and absenteeism
 - c. Schedule and prioritize work to be performed
 - d. Schedules and assigns operators to perform rework, stages work at the shears and notify leads of 01's.
 - e. Instruct transportation personnel of upcoming work orders
 - f. Locate all priority orders and document location for next shift
5. As needed, assist in transporting material into production area with the use of Forklift or pallet jack; additionally, transport material from one work center to the next in a manner that best contributes to efficient production flow.

The above list of essential duties is not exhaustive. It only defines some of the main responsibilities. An employee may be required to perform additional tasks not listed above.

Job Qualifications:

1. Proficient in reading blueprints as well as using and understanding measuring tools.
2. Basic computer skills and navigation, with knowledge in Microsoft Excel and Epicor.
3. 1-3 years of experience in the Fabrication department preferred, but not required.
4. Knowledge of Safety rules and procedures.
5. Good written, verbal, and interpersonal communication skills.
6. Proven time management skills with the ability to respond to time-critical issues and work overtime as needed to meet deadlines.
7. Excellent work ethic; the ability to work self-directed and as a flexible team player.

Physical Requirements:

1. Sitting for extended periods of time.
2. Standing for continuous periods of time without being able to leave the work area.
3. Lifting (raising or lowering objects).
4. Pulling and/or pushing (exerting up to 15 pounds on a regular basis so that the object is moved to or away from the employee).
5. Carrying objects (in arms or on shoulders).
6. Reaching (extending hands and arms in any direction).
7. Stooping and crouching (bending downward and forward).
8. Feeling (perceiving attributes of objects such as size, shape, temperature, or texture).
9. Speaking and listening to employees and customers.
10. Grasping (applying pressure to objects).

Mental and Visual Job Requirements:

1. Clarity of vision at 20 inches or less and at 20 feet or more.
2. Ability to bring objects into sharp focus.
3. Ability to identify and distinguish colors.
4. Ability to judge distance and space relationships.
5. Ability to learn and comprehend instructions and orientation to the job.
6. Ability to concentrate attention on task at hand for extended periods of time.

Workplace Environmental Conditions:

1. Typical manufacturing environment.
2. Occasionally subject to sufficient noise to cause the worker to shout in order to heard above the ambient noise level.
3. Occasional exposure to hazardous conditions: proximity to moving mechanical parts and electrical current.

Tools Used to Perform Essential Functions:

1. Computer and basic office equipment
2. Fabrication and material handling equipment as needed

Employee Signature and Date:	
Supervisor Signature and Date:	