

**Niagara Transformer  
Functional Job Description**

Job Title:	<b>Material Prep</b>
Work Hours:	Typical schedule: Full time 8 hours/ day 40 hours /week 30-minute lunch break Occasional overtime
<b>General Description of Duties:</b> (Job duties include, but, are not limited to the following)	<p style="text-align: center;"><b>Job Description – Material Prep</b></p> <ul style="list-style-type: none"> <li>• Read and interpret winding sheets, drawings and sketches to fabricate parts required for winding coils</li> <li>• Read and interpret core sheets, drawings and sketches to fabricate core insulation parts.</li> <li>• Read and interpret assembly sheets, drawings and sketches to fabricate parts required for lead structures</li> <li>• Operate machinery including punches, brakes, slitters, shears, saws, routers, drills, sanders, cranes and fork trucks as needed</li> <li>• Efficient usage of brazing and welding equipment</li> <li>• Use various hand tools as needed</li> <li>• Accurate use of various measuring devices</li> <li>• Interpret and carry out verbal instructions from designated persons or supervisors</li> <li>• Ability to meet the company’s standards for safety, quality and quantity of work</li> <li>• Must have own tools</li> <li>•</li> </ul>
<b>Essential Minimum Physical Demand Job Requirements:</b> With physical demand characteristics attached:	<p><b>Postural</b></p> <ul style="list-style-type: none"> <li>• Standing continuously</li> <li>• Walking frequently</li> <li>• Forward bending in standing frequent</li> <li>• Rotation in standing frequent</li> </ul> <p><b>Dexterity</b></p> <ul style="list-style-type: none"> <li>• High level of hand coordination for tool use</li> <li>• High level of hand coordination it preforms assemble activates</li> <li>• Above average grip strength for tool use</li> <li>• Above average pinch strength for lifting core steel</li> </ul> <p><b>Agility-Material Handling</b></p> <ul style="list-style-type: none"> <li>• Lifting and carrying lumber up to 40#</li> <li>• Lifting materials up to 50#</li> <li>•</li> </ul>

<b>Physical Demand Strength Rating:</b>		<b>Medium</b>	
<b>PHYSICAL DEMAND CHARACTERISTICS OF WORK FOR THE POSITION OF Material Prep</b>			
<b>DEMAND LEVEL:</b>	<b>O= OCCASSIONAL 1-33% of Workday</b>	<b>F= FREQUENT 34-66% of Workday</b>	<b>C=CONTINUOUS 67-100% of Workday</b>
<b>SEDENTARY</b>	0-10 pounds	NEGLIGIBLE	NEGLIGIBLE
<b>LIGHT</b>	11-20 pounds	0-10 pounds	NEGLIGIBLE
<b>MEDIUM</b>	21-50 pounds	11-20 pounds	0-10 pounds
<b>HEAVY</b>	51-100 pounds	21-50 pounds	11-20 pounds
<b>VERY HEAVY</b>	OVER 100 pounds	51-100 pounds	21-50 pounds

**ESSENTIAL DEMANDS / FUNCTION LIST**

<b>NON-MATERIAL HANDLING ACTIVITIES</b>	<b>N</b>	<b>O</b>	<b>F</b>	<b>C</b>	<b>LIFTING</b>		<b>N</b>	<b>O</b>	<b>F</b>	<b>C</b>
Crawling,		X			0-10 pounds			X		
Sitting		X			11-25 pounds			X		
Standing				X	26-35 pounds			X		
Walking			X		36-50 pounds			X		
Stair Climbing		X			51-75 pounds		X			
Ladder Climbing		X			76-100 pounds		X			
Balance				X	100 pounds +		X			
Crouch		X								
Repetitive Squatting		X								
Kneeling		X			Pull Force UP TO 50'	50#		X		
					Push Force up to 50'	50#		X		
Reaching Forward		X								
Reaching Overhead		X			<b>CARRYING</b>	Distance				
Forward Bending: Sitting		X			0-10 pounds	Up to 20'		X		
Forward bending: Standing		X			11-25 pounds	Up to 20'		X		
Static Bending		X			26-50 pounds	Up to 20'		X		
Foot Operation: Left Only		X			51-75 pounds					
Foot Operation: Right Only		X			76-100 pounds					
Foot Operation: Both/Either		X			100 pounds +					
Stepping Up/Down		X								

N = Never, O = Occasional, F = Frequent, C = Constant, F# = Force #

<b>HAND/ARM USE</b>	<b>N</b>	<b>O</b>	<b>F</b>	<b>C</b>	<b>Left Only</b>	<b>Right Only</b>	<b>Both/Dominant</b>
Pinch			X				X
Grip			X				X
Fine Manipulations			X				X
Finger press			X				X
Keyboard		X					X
Tamping			X				X
Tool Use				X			X

<b>EXPOSURES:</b>	X	Noise 82db (a)	X	Vibration: Hands		Cold < 45°F
	X	Dust		Chemicals		Heat > 85°F
		Dampness	X	Jarring		Height < 3'
	X	Whole Body Vibration				Height >48"

<b>PROTECTIVE EQUIPMENT</b>	X	Foot Protection, hard sole non-skid work shoe			N95 Respirator or PAPR
<b>REQUIRED:</b>	X	Eye Protection,	X		Gloves,
	X	Hearing Protection			

<b>SENSORY FUNCTIONS</b>	X	Light Touch	X	Seeing
<b>ESSENTIAL FOR SAFETY:</b>	X	Depth Perception	X	Hearing
	X	Writing	X	Reading
	X	Speaking	X	Work Independently
	X	Color Discrimination		

***Physical Demand Characteristics***

This job is rated a **MEDIUM**. This rating is set forth by **The United States Department of Labor**.

***Skills or Specialization Required***

- Must be able to safely work with power tools
- Must be able to follow directions and read instructions
- Good math skills, able to read a tape measure and take accurate measurements

***Environmental Considerations***

**Completed By:** James Orrange, OTR      **Date:** 07/27/2018