

# IAM JOB DESCRIPTION

## Index

[M01](#) - Assembly Mechanic – Fuselage

[M02](#) - Assembly Mechanic

[M03](#) - Building Maintenance Technician

[M04](#) - Composite Mechanic

[M05](#) - Equipment Maintenance Mechanic

[M07](#) - Machine Mechanic

[M08](#) - Material Support Technician

[M09](#) - Metals Mechanic

[M10](#) - Process Mechanic

[M11](#) - Systems/Payload Structures Mechanic

[M12](#) - Tooling Technician

[M13](#) - Inspector – Assembly

[M14](#) - Inspector – Fabrication and Process

[M15](#) - Inspector – Machined Parts and Tools

[M16](#) – Auditor – Mechanic Verification Process

## IAM JOB DESCRIPTION

**Title:** Assembly Mechanic – Fuselage

**Job Code:** M01

**Date:** 06/17/2005

**Supersedes:** New

**FLSA Status:** Non-exempt

**Reports to:** Supervisor, Team Leader

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### General Statement

Assemble, install, seal, rig, inspect, and complete precision and other structural and system components, working from drawings, documents, process specifications, quality control requirements, and established processes and procedures. Functional test and correct, fit form and function of assemblies and components.

### Duties

The Company will provide appropriate assistance in job training to enable employees to perform all necessary job functions including the following:

1. Work with blueprints, changes, specifications, work orders, etc. to assemble and install to quality requirements parts and assemblies.
2. Complete required data gathering transactions to facilitate assembly progression.
3. Setup and perform all manual and automated assembly operations, and portable machine functions required to accomplish assignments.
4. Perform any and all required pickup, rework, fabrication, change incorporation, functional testing or check during or after final assembly and/or assembly progression.
5. Move and/or obtain correct parts, materials, tools, assemblies, etc.
6. Use precision measuring instruments required to accomplish work assignments.
7. Report and/or investigate job handicaps such as: errors in parts, assembly procedures, tools, sequences, etc.
8. Perform routine minor machine maintenance as part of their daily work duties (e.g., where applicable, replacing machine filters, changing standard light bulbs on machines and equipment, maintaining lubrication/coolant levels, etc. as related to basic Total Preventative Maintenance duties).
9. Routinely move product within the immediate manufacturing work area, including across isle, using shop assigned equipment as required, and complete transactions necessary to move product to the next operation. On an exception basis, move product to the next operation within a building.

## IAM JOB DESCRIPTION

10. Support the continuous flow of product within the manufacturing process by training, coaching and assisting employees of all classification levels.
11. Document any discrepancies according to specification, process, and procedure.
12. Cross trains in inspection and becomes SIA qualified.

### Qualifying Skills

#### Level A

1. Verifies dimensions of parts using both mechanical and electronic measurement tools and, relative to these inspection duties, initiate and document corrective action for programming issues and other problems.
2. Employee must have the skill and knowledge to perform in all of the general functions of the Assembly Mechanic listed below:

Sealer

Assembler

Sub Assembly

Assembler/Installer Structures

Inspection to include the following:

- a) Maintain required personal certifications.
  - b) Perform complete inspection, including first part review, of procured or fabricated parts and assemblies.
  - c) Initiate and document any non-conforming condition for Material Review Board action.
  - d) Perform process surveillance to assure compliance with requirements.
  - e) Prepare and maintain quality records.
3. Setup and operate conventional and Computerized Numerical Controlled (CNC) fastening equipment, similar to Multi-Task Gantry Riveter's (MTGR's), Brotje's , C-Frames, IPAC's etc., to assemble components in accordance with engineering specifications, and/or the employee must have the skill and knowledge to perform in two or more of the specialties listed below:

Assembly/Installation Doors

Integral Fuel Cell Sealing

Precision Bench Assembly

Pressure and vacuum testing

4. Provide high-level technical support and leadership relative to assembly and installation.

#### Level B

1. Setup and operate conventional and/or Computerized Numerical Controlled (CNC) and fastening equipment of less than simultaneous 3-axis movement. Activities include, e.g. drivematic processes, etc., or the employee must have the skill and knowledge to perform in one or more of the specialties listed below:

## IAM JOB DESCRIPTION

Assembly/Installation of Structures  
Sealer  
Sub Assembly

Additionally, the employee must have the skill and knowledge to perform one or more of the specialty skills listed below:

Assembly/Installation Doors  
Integral Fuel Cell Sealing  
Precision Bench Assembly  
Pressure and vacuum testing

### Level C

Employee must have the skill and knowledge to perform in all of the general functions of the Assembly Mechanic listed below:

Assembly/Installation Structures  
Sub Assembly  
Sealer

### Level D

Employee must have the ability to obtain the necessary skills required to perform at least one of the general functions of the Assembly Mechanic listed below.

Assembly  
Sub Assembly  
Sealer

Each of the functional areas described in levels A-D are defined below:

- Sealer - Seal parts, assemblies and sub-assemblies fillet and fay, apply leveling compound or scotch cast etc.
- Pressure / Vacuum Test - Perform visual and auditory leak checks in aircraft sections
- Precision Bench Assembly - Assemble precision aircraft parts and assemblies such as landing gear, control linkage etc.
- Sub-Assembly - Assemble parts to make sub assemblies using templates, jigs, and fixtures
- Assembly / Installation Structures - Assemble structural parts, assemblies, and skins to make larger assemblies
- Assembly / Installation Doors - Pre- assemble, trim, fit , rig , seal, align, and adjust aircraft door systems
- Integral Fuel Cell - Apply sealing compounds to seal fuel cell and wing section components
- Inspection - Inspect and document non conformances on final assemblies, subassemblies, systems, and installations

## IAM JOB DESCRIPTION

**Title:** Assembly Mechanic

**Job Code:** M02

**Date:** 09/09/2009

**Supersedes:** New

**FLSA Status:** Non-exempt

**Reports to:** Supervisor, Team Leader

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### General Statement

Assemble, form, functional test and inspection of parts and assemblies into end-items, working from drawings, documents, process specifications, quality control requirements, and established processes and procedures, to assure the timely delivery of quality products to the customer. Perform tasks such as multi-tasking where applicable.

### Duties

The Company will provide appropriate assistance in job training to enable employees to perform all necessary job functions including the following:

1. Obtain required information from prints, charts, sketches, work instructions, documents, verbal and electronic information.
2. Use shop mathematics and precision measuring and or test instruments to complete work assignments and functional test assemblies and components.
3. Utilize tooling in the assembly of components into sub-assemblies or end items.
4. Verify work performed is per work instructions and meets process and/or engineering specification. Identify discrepancies found per applicable procedure.
5. Ensure equipment and tool certification occurs per procedure.
6. Perform routine minor machine maintenance as part of their daily work duties (e.g., where applicable, replacing machine filters, changing standard light bulbs on machines and equipment, maintaining lubrication/coolant levels, etc. as related to basic Total Preventative Maintenance duties).
7. Routinely move product within the immediate manufacturing work area, including across isle, using shop assigned equipment as required and complete transactions necessary to move product to the next operation. On an exception basis, move product to the next operation within a building.
8. Perform work within allotted schedules.
9. Support the continuous flow of product within the manufacturing process by training and assisting employees at all classification levels.
10. Assist in the training of other assembly personnel in assembly, installation and inspections techniques.

## IAM JOB DESCRIPTION

11. Cross trains in inspection and becomes SIA qualified.

### **Qualifying Skills – Repair Center**

Advancement to any given level is subject to need as determined by management and employee meeting established qualification criteria.

### **General Statement – Repair Station Mechanic**

Perform repairs in a FAA approved Repair Station, working to structural repair manuals, component maintenance manuals and aircraft maintenance manuals, as well as other approved repair instructions from the manufacturer or airline customer. Team with others to perform maintenance, repair and overhauls to a wide variety of structural and non-structural fiberglass, acrylic and other composite and metal parts, and nacelle assemblies. Work from approved repair manuals and documents, process specifications, quality control requirements, drawings and established processes and procedures, to assure the timely delivery of quality products to the customer. Perform multi-tasking and multi-machine operation where applicable.

#### Level A

1. Perform all duties of Levels B and C.
2. Utilize lay-up tools, which include both optical and hard tools, in the repair and rework of composite and metal assemblies.
3. Use and control of solvents and cleaning solutions in the preparation of details, tools, and assemblies for bonding and paint per established procedures.
4. Willingness to pursue FAA certification, Repairman's certificate or A&P license, in order to buy-off their own approved repairs.
5. Willingness to travel, domestically and internationally, on short notice, for long periods of time, to support Airline Operator maintenance requirements.
6. Must comply with Anti-Drug and Alcohol program requirements (FAA required random testing for safety sensitive work).
7. Employee must successfully pass initial screening to begin work in the repair station.
8. Demonstrates technical expertise in fabricating assemblies, reworks and repairs parts, assemblies and aircraft applying knowledge of working characteristics of materials and bonding techniques.
9. Performs rework/repair in keeping with the Engineering intent through use of electronic media (work instructions, model-based definitions, specifications, requirements documents, MRB dispositions, etc.).
10. Verifies dimensions of parts using both mechanical and electronic precision measurement tools. May perform first article inspection.

## IAM JOB DESCRIPTION

11. Able to capture, translate, validate or provide measurement data to meet engineering intent and top-level requirements including the following:
  - a. Maintain required personal certifications.
  - b. Perform complete inspection, including first part review, of procured or fabricated parts and assemblies.
  - c. Initiate and document any non-conforming condition for Material Review Board action.
  - d. Perform process surveillance to assure compliance with requirements.
  - e. Prepare and maintain quality records.
12. Proficient in the use and interpretation of all cad cam tools or similar tools to support the fabrication, manufacture or rework to engineering configuration
13. Coordinate with Engineering and other disciplines in the determination and development of materials, processes, specifications, and related documents to be used in the fabrication, rework, repair or change incorporation of nonmetallic parts, tools, assemblies and equipment.
14. Provide high-level technical support and leadership relative to assembly and installation.
15. Other directly related duties as requested and required.

### Level B

1. Perform all duties of Level C listed below and any two of the following.
2. Operate co-ordinate measuring systems (i.e. CMM, Laser tracker, Photo grametry, or other similar equipment) or perform complex functional test of hardware. (i.e., Thrust Reverser functional test, etc.)
3. Within the scope of the job description, perform within established quality, cost and schedule requirements for assigned product line.
4. Demonstrates knowledge of the principles of all shop performance metrics.

### Level C

1. Operate measurement and testing equipment, machines, and devices in accordance with established procedures.
2. Load, locate, and unload, parts and assemblies.
3. Disassemble and prepare assemblies to accomplish rework, repair or change incorporation on completed assemblies.
4. Drill, saw, file, sand, build up, trim, fit, and fasten parts to meet production requirements utilizing any required hand or power tools.
5. Fabricate, assemble, and install systems elements.

## IAM JOB DESCRIPTION

6. Maintain or repair tools, shop aids, equipment, and facilities as necessary to accomplish work assignments including first-level maintenance on machines and equipment.

### Level D - Entry

Employee must have the have the ability to obtain the necessary skills required to perform in at least one of the general functions of the Assembly Underwing Mechanic listed below.

1. Assembly / Installation Struts and Nacelles - Assemble strut and nacelle parts, assemblies, and components to make larger assemblies.
2. Sub-Assembly - Assemble parts to make sub assemblies using templates, jigs, and fixtures.
3. Sealer - Seal parts, assemblies and sub-assemblies fillet and fay, apply leveling compound or scotch cast, etc.

## IAM JOB DESCRIPTION

**Title:** Building Maintenance Technician

**Job Code:** M03

**Date:** 04/20/2009

**Supersedes:** New

**FLSA Status:** Non-exempt

**Reports to:** Supervisor, Team Leader

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### General Statement

Build and maintain all plant, property, and equipment associated with site building and grounds such as floors, roofs, ceilings, partitions, stairs, walls, etc. Repair and maintain plant, shop and office equipment and existing interior and exterior building structure including painting, welding, metal fabrication, etc., necessary to accomplish work. Work with and assist higher classified employees or vendors on construction and maintenance projects.

Move and place in correct position heavy equipment, real property and installed property in accordance with established methods. Prepare machine foundations, assemble structures and install floor and overhead conveying equipment. Accomplish all necessary rigging.

### Duties

The Company will provide appropriate assistance in job training to enable employees to perform all necessary job functions including the following:

1. Assist higher classified employees in various maintenance and construction functions.
2. Obtain and deliver material and equipment necessary to support plant maintenance and repair.
3. Work from diagrams, prints, specifications or verbal orders.
4. Use hand tools, powered tools and shop equipment.
5. Perform disassembly and assembling operations necessary to accomplish assignment.
6. Mix and blend paints, operate striping machine, prepare surfaces for painting by stripping, sanding, joint taping, spackling, staining, etc.
7. Saw material to proper dimensions utilizing wood working machines, etc.
8. Cut holes in walls, ceilings, floors, etc.
9. Enter and retrieve data from the Computerized Maintenance Management System (CMMS) and order parts required to accomplish the tasks (except as relates to inventory, store, record, issue and any other duties related to material support technician.)

## IAM JOB DESCRIPTION

### Qualifying Skills

#### Level A

1. Perform duties of level A and all other lower levels of work listed in level B, C & D of this job.
2. Perform root/cause analysis in support of reliability processes, and collaborate with vendors, engineering, team leader, customer, other crafts and management to solve equipment problems and develop corrective action.
3. Design and Calculate, using appropriate regulations and codes, engineering and design specifications, and acquired knowledge, requirements for the performance of assets and systems.
4. Communicate and coordinate activity across all shifts.
5. Enter and retrieve data from the CMMS (Computerized Maintenance Management System), and order parts required to accomplish the tasks.
6. Sequence and develop detailed job plans, and routinely access Preventive Maintenance and Service plans, and coordinate with all affected parties.
7. Perform and lead work described in other maintenance job families, such as Mechanics and Motive Equipment Operators.
8. Assist in researching, developing, and delivering skill training.

#### Level B

1. Perform duties of level B and all other lower levels of work listed in level C & D of this job.
2. Perform construction and maintenance carpentry for plant facilities such as the manufacturing and repair of fine finished cabinets and furniture for offices, stairs, doors, floors, roofs, office partitions, building structures and concrete forms.
3. Perform the construction and maintenance of sheet metal equipment for plant facilities, including sheet metal layout.
4. Lay-out, construct, install and rebuild refrigeration and year-round air conditioning equipment for plant facilities.
5. Perform manual gas and electric welding of various metals and alloys to make, maintain, repair or modify plant facilities and equipment.
6. Use precision measuring instruments required for any given work assignment.
7. Fabricate, assemble, disassemble, install, alter and repair all types of sheet metal parts, assemblies, and new installations including sectionalized equipment.
8. Perform such tasks as flame harden, braze, hard solder, anneal, form, bend, chip, grind, wire brush details and assemblies.

## IAM JOB DESCRIPTION

9. Repair, maintain, trouble shoot and adjust all existing types of refrigeration and air conditioning equipment. Install and adjust valve controls and perform electrical wiring and installation of special electronic controls used for regulating and controlling refrigeration and air conditioning equipment. (define electrical wiring as it applies to refrigeration and a/c).
10. Maintain certifications, licenses or permits as required.

### Level C

1. Perform duties of level C and all other lower level of work listed in level D of this job.
2. Independently operate, adjust, repair, construct and maintain plant process equipment and industrial waste treatment systems and equipment. Maintain surveillance of check stations, gauges and recorders of the various systems and equipment to ensure that the all equipment and processes complies with established standards. Adjust chemical feed and pump rates, temperature, pressure, volume, etc., to ensure proper operation of plant process equipment including compressors, boilers, cooling towers, degreasers, etc.
3. Lead and work with employees associated with the building and maintaining of all plant, property, and equipment associated with site building and grounds such as floors, roofs, ceilings, partitions, stairs, walls, etc. Repair and maintain plant, shop and office equipment and existing interior and exterior building structure including painting, welding, metal fabrication, etc., necessary to accomplish work. Work with and assist higher classified employees on construction and maintenance projects.
4. Lay brick and repair plant brick and concrete structures.
5. Setup and operate woodworking machines.
6. Operate plant equipment to fabricate and repair machine parts.

### Level D

1. Assist higher classified employees in various maintenance and construction functions.
2. Obtain and deliver material and equipment to proper location.
3. Clean up area and equipment after completion of job.
4. Work from diagrams, prints, specifications or verbal orders.
5. Use hand tools, powered tools and shop equipment.
6. Excavate ditches and foundations.
7. Set up and remove scaffolding.
8. Perform work described in other maintenance classifications when incidental but necessary to the accomplishment of work assignment.

## IAM JOB DESCRIPTION

IAM JOB DESCRIPTION **Title:** Composite Mechanic **Job Code:** M04  
**Date:** 07/06/2009 **Supersedes:** New **FLSA Status:** Non-exempt  
**Reports to:** Supervisor, Team Leader

### General Statement

Team with others to fabricate, assemble, form, finish and inspect a wide variety of structural and non-structural fiberglass, acrylic and other composite and metal parts, tools and assemblies. Work from drawings, documents, process specifications, quality control requirements, and established processes and procedures, to assure the timely delivery of quality products to the customer. Perform multi-tasking and multi-machine operation where applicable.

### Duties

The Company will provide appropriate assistance in job training to enable employees to perform all necessary job functions including the following:

1. Utilize lay-up tools, which include both optical and hard tools, in the fabrication of composite and metal assemblies.
2. Obtain required information from prints, charts, sketches, work orders, documents, verbal and electronic information.
3. Use shop mathematics and precision measuring instruments to complete work assignments.
4. Must verify work performed is per work instruction and meets process and/or engineering specification.
5. Ensure equipment and tool certification occurs per procedure.
6. Use and control of solvents and cleaning solutions in the preparation of details, tools, and assemblies for bonding and paint per established procedures.
7. Perform routine minor machine maintenance as part of their daily work duties (e.g., replacing machine filters, changing standard light bulbs on machines and equipment, maintaining lubrication/coolant levels, etc. as related to basic Total Preventative Maintenance duties).
8. Routinely move product within the immediate manufacturing work area, including across isle, using shop assigned equipment as required, and complete transactions necessary to move product to the next operation. On an exception basis, moves product to the next operation within a building.
9. Support the continuous flow of product within the manufacturing process by training and assisting employees at all classification levels.
10. Cross trains in inspection and becomes SIA qualified.

## IAM JOB DESCRIPTION

### Qualifying Skills

Advancement to any given level is subject to need, as determined by management, and employee meeting established qualification criteria.

#### Level A

##### General Statement – Repair Mechanic

Perform repairs in a FAA approved Repair Station, working to structural repair manuals, component maintenance manuals and aircraft maintenance manuals, as well as other approved repair instructions from the manufacturer or airline customer. Team with others to perform maintenance, repair and overhauls to a wide variety of structural and non-structural fiberglass, acrylic and other composite and metal parts, Work from approved repair manuals and documents, process specifications, quality control requirements, drawings and established processes and procedures, to assure the timely delivery of quality products to the customer. Perform multi-tasking and multi-machine operation where applicable.

Employee is able to perform the critical functions of the Composites Mechanic such as:

1. Demonstrates technical expertise in fabricating assemblies, reworks and repairs nonmetallic parts, assemblies and aircraft applying knowledge of working characteristics of nonmetallic materials and bonding techniques.
2. Performs rework/repair in keeping with the Engineering intent through use of electronic media (work instructions, model-based definitions, specifications, requirements documents, MRB dispositions, etc.).
3. Verifies dimensions of parts using both mechanical and electronic precision measurement tools. May perform first article inspection.
4. Able to capture, translate, validate or provide measurement data to meet engineering intent and top-level requirements including the following:
  - a. Maintain required personal certifications.
  - b. Perform complete inspection, including first part review, of procured or fabricated parts and assemblies
  - c. Initiate and document any non-conforming condition for Material Review Board action.
  - d. Perform process surveillance to assure compliance with requirements.
  - e. Prepare and maintain quality records.
5. Proficient in the use and interpretation of all cad cam tools or similar tools to support the fabrication, manufacture or rework to engineering configuration
6. Coordinate with Engineering and other disciplines in the determination and development of materials, processes, specifications, and related documents to be used in the fabrication, rework, repair or change incorporation of nonmetallic parts, tools, assemblies and equipment.
7. Structural Composite Repair Certified. (TR009348)

## IAM JOB DESCRIPTION

8. Willingness to travel, domestically and internationally, on short notice, for long periods of time, to support Airline Operator maintenance requirements.
9. Must comply with Anti-Drug and Alcohol program requirements (FAA required random testing for safety sensitive work).
  - a. Employee must successfully pass initial screening to begin work in the repair station.

### Level B

Employee is able to perform the critical functions of the composites mechanic including:

1. Operate impregnating, perforating, cutting, roll form, press and curing machines, and testing equipment in the fabrication of composite materials and core details in accordance with established processes and procedures.
2. Load, unload and operate ovens and autoclaves in the curing of parts and assemblies.
3. Operate portable repair/bonding equipment to accomplish rework, repair or change incorporation on completed assemblies.
4. Disassemble and prepare assemblies to accomplish rework, repair or change incorporation on completed assemblies.
5. Other directly related duties as requested and required.

### Level C

1. Place vacuum and pressure bags over and inside wrapped parts and tools, and test for leaks.
2. Cut fabrics and composite materials to size using knives, shears, automated material cutters etc.
3. Hand and machine finish parts to required tolerances and fit into completed assemblies.
4. Drill, saw, file, sand, pot, patch, build up, trim, fit and rivet parts to meet production requirements.
5. Sand, polish molds and/or bond assembly tools to obtain smooth surfaces.
6. Load, unload and operate ovens in the curing of parts and assemblies.
7. Apply parting agents to molds and bond assembly tools.
8. Mix and apply bonding adhesives to details and assemblies using films, spray, pour coating, roller coating and robotics equipment.
9. Spray and brush priming.

## IAM JOB DESCRIPTION

**Title:** Equipment Maintenance Mechanic

**Job Code:** M05

**Date:** 06/17/2005

**Supersedes:** New

**FLSA Status:** Non-exempt

**Reports to:** Supervisor, Team Leader

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### General Statement

Diagnose machine and equipment failures, determine parts and material requirements, and perform repairs as required to support timely production and delivery of quality products to the customer. Service and maintain lubrication and metal cutting fluids on plant assets and equipment, and operate the coolant process center.

### Duties

1. Assist higher grade employees in the completion of work or complete work under the direction of a higher grade employee in same job classification, or work plans.
2. Perform root/cause analysis in support of reliability processes, and collaborate with vendors, engineering, team leader, customer, other crafts and management to solve equipment problems and develop corrective action.
3. Enter and retrieve data from the CMMS system, and order parts required to accomplish the tasks, (except as relates to inventory, store, record, issue and any other duties related to material support technician.)
4. Train other employees in same job classification as requested or required.

### Qualifying Skills

Advancement to any given level is subject to need, as determined by management, and employee meeting established qualification criteria.

#### Level A

1. During initial checkout of new and rebuilt assets and systems, troubleshoot and correct, design, and engineering related issues for the timely completion of the project.
2. Lead, train, team with and plan sequence of work for Equipment Maintenance Mechanic employees of equal and lower classification engaged in all mechanical phases of rebuild, repair and maintenance of equipment.
3. Coordinate with other organizations and specialties to provide reliability failure analysis and problem resolution for assets and systems.
4. Work with Management, Engineering, Equipment Manufacturers/Vendors and other organizations to plan, design, and sequence the installation of new and rebuilt equipment.

## IAM JOB DESCRIPTION

5. Assist in researching, developing, and delivering skill training for the purpose of skills enhancement and training plans.
6. Assist Management with work assessment for proper completion of assignment or project.
7. Communicate and coordinate activity across all shifts.
8. Sequence and develop detailed job plans, and routinely access Preventative Maintenance and Service plans, and coordinate with all affected parties.

### Level B

1. Use precision alignment and measuring instruments.
2. Diagnose failures, determine parts and material requirements, and perform repairs as required to resume operation on the following:
  - a. CNC equipment
  - b. Motive equipment
  - c. Precision Pumps
3. Operate plant equipment to fabricate and repair machine parts.
4. Finish, scrape, flake, frost and lap to align and level machine beds, ways and related equipment.
5. Lead, train, team with and plan sequence of work for assigned employees of equal and lower classifications in the Equipment Maintenance Mechanic classification.

### Level C

1. Diagnose machine and equipment failures, determine parts and material requirements, and perform repairs as required to resume operation on the following:
  - a. Minor Shop Equipment- Such as drill presses and band saws
  - b. Conveyors, Hoists, Cranes and Doors
  - c. Motive equipment: Tires, Lube, Oil and Belts
  - d. Fans and Air Moving Equipment
  - e. Air and Power Tools

### Level D

1. Follow lubrication diagrams, sketches or instructions.
2. Work with higher graded maintenance mechanics who are engaged in machinery maintenance, repair and rebuild.
3. Remove and replace grease fittings, guards, etc. to accomplish lubrication work.
4. Clean and replace coolant pumps and lines.

## IAM JOB DESCRIPTION

**Title:** Machine Mechanic

**Job Code:** M07

**Date:** 06/17/2005    **Supersedes:** New

**FLSA Status:** Non-exempt

**Reports to:** Supervisor, Team Leader

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### General Statement

Team with others to set-up, operate and inspect parts on, conventional and Computerized Numerical Controlled (CNC) machines and mediums to assure the timely production and delivery of quality products to the customer. Work from drawings, documents, process specifications, quality control requirements, and established processes or procedures. Perform multi-tasking and multi-machine operation where applicable.

### Duties

The Company will provide appropriate assistance in job training to enable employees to perform all necessary job functions including the following:

1. Produce parts or assemblies using Conventional or Computerized Numerical Controlled (CNC) mediums, while simultaneously ensuring product and/or process quality at all levels of the manufacturing operation through monitoring/verification methodologies.
2. Concurrently perform related functions to provide complete hardware in accordance with engineering specifications including,(e.g., operating multiple machines simultaneously, deburr part surface, milling, drilling, boring, honing, grinding, fastening).
3. Perform routine minor machine maintenance as part of their daily work duties (e.g., replacing machine filters, changing standard light bulbs on machines and equipment, maintaining lubrication/coolant levels, etc. as related to basic Total Preventative Maintenance duties).
4. Routinely move product within the immediate manufacturing work area, including across isle, using shop assigned equipment as required, and complete transactions necessary to move product to the next operation. On an exception basis, moves product to the next operation within a building.
5. Support the continuous flow of product within the manufacturing process by training and assisting employees of the same or lower classification level.
6. Cross trains in inspection and becomes SIA qualified.

### Qualifying Skills

Advancement to any given level is subject to need, as determined by management, and employee meeting established qualification criteria.

## IAM JOB DESCRIPTION

### Level A

1. Completely and independently setup and operate Computerized Numerical Controlled (CNC) and Conventional equipment to perform complex or precision operations in accordance with engineering requirements.
2. Activities include, e.g. operating multi-axis equipment to mill, precision bore, turn, thread, grind, sculpt/contour, etc.
3. Verifies dimensions of parts using both mechanical and electronic measurement tools. and relative to these inspection duties:
  - a) Maintain required personal certifications.
  - b) Perform complete inspection, including first part review, of procured or fabricated parts and assemblies.
  - c) Initiate and document any non-conforming condition for Material Review Board action.
  - d) Perform process surveillance to assure compliance with requirements.
  - e) Prepare and maintain quality records.

### Level B

1. Setup and operate Duplicating and Profile Mills, Multi-axis NC Router and equivalent equipment in accordance with engineering specifications.
2. Verifies dimensions of parts using both mechanical and electronic precision measurement tools.

### Level C

1. Setup and operate Computerized Numerical Controlled (CNC) and Conventional equipment of medium complexity. Activities include, e.g. robotic processes, drill presses, routers, shapers, ultrasonic/laser/water cutting equipment, etc.
2. Performs basic verification of dimensions of parts using both mechanical and electronic precision measurement tools.

## IAM JOB DESCRIPTION

**Title:** Material Support Technician

**Job Code:** M08

**Date:** 06/17/2005

**Supersedes:** New

**FLSA Status:** Non-exempt

**Reports to:** Supervisor, Team Leader

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### General Statement

Perform a wide variety of material support activities that assure the timely delivery of high quality products to the customer. Performed tasks such as product conveyance and multi-tasking, operation of material handling equipment, material support machinery, and clerical or record keeping activities involving material flow of all goods and parts.

### Duties

The Company will provide appropriate assistance in job training to enable employees to perform all necessary job functions including the following:

1. Perform all tasks involved in receiving, location, issue, kit, preparation and movement of materials (raw materials, tools/tooling, parts, drawings, equipment/support equipment supplies, surplus property and hazardous materials to facilitate the production process or other support functions including Inventory Record Accuracy.
2. Perform a variety of activities including, using power or hand operated tools and equipment, checking hardware and tools for visible damage, routing broken, worn, or obsolete hardware and tools to proper authority for disposition, opening containers and identifying weight and count of contents and verifying quality of incoming hardware. Additionally, operate any and all types of information systems required to perform assigned task.
3. Utilize proper equipment and devices to assure parts, equipment, structures, etc. are appropriately protected. Load and unload air cargo as required.
4. Check condition of the material handling and associated equipment or devices before and after operation and perform routine or maintenance such as topping off fluids, checking and adjusting tire pressure). Report major malfunctioning and unsafe equipment. Refuel equipment.
5. Verify part numbers, part count and similar information of in-process material.
6. Effectively communicate with management staff, other support functions, other employees, vendors and outside shipping personnel.
7. Train other employees in same job classification as requested or required.

### Qualifying Skills

Advancement to any given level is subject to need, as determined by management, and employee meeting established qualification criteria.

## IAM JOB DESCRIPTION

### Level A

1. Safely and efficiently operate cab-controlled overhead traveling crane by use of radio or mobile boom-type crane and position aircraft, assemblies, other goods and materials. Assures the safe operation of equipment including selecting, securing and adjusting equipment and lifting aids. Operate and control large assembly moving equipment. Perform railcar brakeman and coordination responsibilities. Perform hook tender responsibilities.
2. Plan and arrange for vehicles and cranes to be taken out of use for servicing and maintenance and prepare work orders authorizing such work. Maintain logs and records. Coordinate the use of rented automobiles.
3. Dispatch, receive and coordinate requests for transportation, maintenance and other miscellaneous functions.
4. Maintain constant communications with the scene, emergency vehicles, and individuals during an emergency. Provide transportation services as authorized.
5. Operate motive power vehicles such as bulldozer, rail car switch engines, cargo loader, high loader, road maintenance, die handlers, and fork lift with a lifting capacity of 15,000 lbs or more; and mobile boom type cranes to move position, and align parts, equipment, tools and material. Facilitate and move parts, goods and structures including assembled aircraft throughout and between facilities.
6. May perform any duties associated with Levels B and C.

### Level B

1. Properly mix, label and distribute sealing compounds and other process materials, i.e. sealant, chemicals, etc. Ensure proper identification of material expiration dates are maintained on products
2. Check incoming and departing rail car status reports, order necessary loading and unloading equipment, arrange sequence of loading or unloading and maintain records as required. Load rail cars using adequate mechanical aids to facilitate loading of assembled parts, structural components or other freight according to work instructions. Insure contents of cars are accurate per manifest and notify the proper authorities in the event of discrepancies or damage.
3. Operate industrial vehicles such as fork trucks, industrial trucks, buses and/or vans, and tractors less than 15,000 lb capacity to move or position and align parts, equipment, tools, material and any other goods or people. Ride in cockpit and operate brakes as necessary, while airplane is being towed.
4. May perform any duties associated with Level C.

### Level C

1. Perform all tasks involved in ordering, receiving, kitting, maintain records, storing, checking, issuing, inventorying shipping and releasing all goods.

## **IAM JOB DESCRIPTION**

2. Perform recording, posting, filing, coordinating changes, gathering and furnishing information, releasing and routing orders. Produce and maintain visibility.
3. Inspect content of and clear tool boxes, issue hold out notices as required. Clean and recondition respirators.
4. Dress tool grinder wheels, cut off drills and reamers, etc., as required.
5. Perform tasks such as build containers, packaging goods and container over pack preparation required to prepare and distribute goods along with associated documentation and system updates. Assure proper handling and packaging of hazardous materials, per established domestic and international rules, regulations and mandates.
6. Operate equipment in preparing parts/material for appropriate disposition. Cut, seal, tag, measure, wrap, stencil, tape and label material as required.
7. Setup and operate box making machine to alter fiberboard type material and/or fillers to fabricate standard and nonstandard boxes. Stamp boxes and store as required.
8. Operate motive power vehicles such as rider/stacker and similar equipment to move, position and stage parts, equipment, tools and material.

## IAM JOB DESCRIPTION

**Title:** Metals Mechanic

**Job Code:** M09

**Date:** 06/17/2005

**Supersedes:** New

**FLSA Status:** Non-exempt

**Reports to:** Supervisor, Team Leader

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### General Statement

Team with others to fabricate, assemble, form, finish and inspect a wide variety of structural and non-structural metal parts, tools and assemblies to assure the timely production and delivery of quality products to the customer. Work from drawings, documents, process specifications, quality control requirements, and established records and procedures. Perform multi-tasking and multi-machine operation where applicable.

### Duties

The Company will provide appropriate assistance in job training to enable employees to perform all necessary job functions including the following:

1. Fabricate components using associated tasks including deburr, bending, routing, forming, cutting, shearing, straightening, shrinking, bead, flare, flange, beading, punching, countersinking, tapping or similar tasks.
2. Use hand, power tools & equipment to complete work assignment.
3. Validate quality of tool(s) prior to setup, during & after job completion.
4. Work from blueprints, drawings, templates, and check fixtures, form blocks and written/verbal instructions.
5. Self inspection is required of performed task prior to next work sequence. Uses precision measuring equipment (calipers, scales, etc.)
6. Rework and repair defective products as required.
7. Assist others in the execution of tasks as required.
8. As required layout parts and patterns to facilitate associated operations (shear, route, saw, etc.)
9. Setup, adjust, maintain and operate all equipment.
10. Work may occasionally require soldering riveting.
11. Use basic and advanced shop math.
12. Perform routine minor machine maintenance as part of their daily work duties (e.g., replacing machine filters, changing standard light bulbs on machines and equipment,

## IAM JOB DESCRIPTION

maintaining lubrication/coolant levels, etc. as related to basic Total Preventative Maintenance duties).

13. Routinely move product within the immediate manufacturing work area, including across isle, using shop assigned equipment as required, and complete transactions necessary to move product to the next operation. On an exception basis, move product to the next operation within a building.
14. Support the continuous flow of product within the manufacturing process by training and assisting employees of the same or lower classification level.
15. Cross trains in inspection and becomes SIA qualified.

### Qualifying Skills

Advancement to any given level is subject to need, as determined by management, and employee meeting established qualification criteria.

#### Level A

Employee is able to perform all of the duties of the Mechanic listed in Levels B and C, and is proficient in the following:

1. Work with and assist Engineering to develop and redesign production parts and assemblies. Assure that developed part will fabricate correctly and will fit assemblies as required.
2. Verifies dimensions of parts using both mechanical and electronic measurement tools and relative to these inspection duties:
3. Maintain required personal certifications.
4. Perform complete inspection, including first part review, of procured or fabricated parts and assemblies.
5. Initiate and document any non-conforming condition for Material Review Board action.
6. Perform process surveillance to assure compliance with requirements.
7. Prepare and maintain quality records.
8. Able to capture, translate, validate or provide measurement data to meet engineering intent and top-level requirements.
9. Layout, fabricate and assemble mechanical, structural or plumbing parts and assemblies necessary for experimental test projects, including non-airframe gas and arc welding.

#### Level B

Employee has the knowledge to perform the more complex duties listed below.

## **IAM JOB DESCRIPTION**

1. Develop new methods, techniques, form blocks, etc., to facilitate straightening and forming.
2. Adjust and maintain heat, gas and hydraulic control systems within the maximum and minimum range.
3. Use test equipment to determine conformity to engineering drawings.
4. Work on parts of unusual complexity requiring exacting tolerances.
5. Fabricate and assemble mechanical, structural or plumbing parts and assemblies necessary for experimental test projects, including non-airframe gas and arc welding.

### **Level C**

Perform basic metal fabrication such as deburring, routing, metal forming, sawing trimming, including shear operation, punch press, counter sinking, and tapping equipment using engineering drawings and work instructions.

## IAM JOB DESCRIPTION

**Title:** Process Mechanic

**Job Code:** M10

**Date:** 06/17/2005, r1-052007 **Supersedes:** New

**FLSA Status:** Non-exempt

**Reports to:** Supervisor, Team Leader

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### General Statement

Responsible for the set-up, support and production of high-quality products and to help create a highly productive work environment. Supporting responsibilities include planning, checking, establishing a sequence of work to fabricate, assemble and inspecting hardware to planning, engineering and quality control requirements; on where applicable.

### Duties

The Company will provide appropriate job training to enable employees to perform all necessary job functions following: developing new and improved methods of production. Perform multi-tasking and multi-machine operation

1. Use any equipment (e.g., hand, power tools, air tools and computers) needed to complete/process work assignments.
2. Perform any pickup, rework and incorporation of changes to the product as required.
3. Work from prints, sketches, specifications and written/verbal information.
4. Maintain certifications, qualifications, licenses or permits as required to perform work.
5. Utilizes precision measuring equipment (calipers, scales, etc.) to perform self-inspection of in-process and finished work.
6. Perform routine minor machine maintenance as part of their daily work duties (e.g., replacing machine filters, changing standard light bulbs on machines and equipment, maintaining lubrication/coolant levels, etc. as related to basic Total Preventative Maintenance duties).
7. Routinely move product within the immediate manufacturing work area, including across isle, using shop assigned equipment as required and complete transactions necessary to move product to the next operation. On an exception basis, move product to the next operation within a building.
8. Support the continuous flow of product within the manufacturing process by training and assisting employees of the same or lower classification level.
9. Cross trains in inspection and becomes SIA qualified.

### Qualifying Skills

Advancement to any given level is subject to need, as determined by management, and employee meeting established qualification criteria.

## IAM JOB DESCRIPTION

### Level A

1. Employee is able to perform all functions of the process mechanic/or perform any and all gas/electric welding of various metals and metal alloys to fabricate experimental and production parts and assemblies when specifications require the weldment to be made by employees with applicable welder certification.
2. Relative to the inspection duties perform the following:
  - a. Maintain required personal certifications.
  - b. Perform complete inspection, including first part review, of procured or fabricated parts and assemblies.
  - c. Initiate and document any non-conforming condition for Material Review Board action.
  - d. Perform process surveillance to assure compliance with requirements.
  - e. Prepare and maintain quality records.
3. Establish and perform steel heat treat operations to harden, case harden, temper, draw, normalize, age, anneal and otherwise heat treat metals in accordance with specifications and procedures.
4. Develop length, location and arrangement of electrical/tubing for production mock-ups or an initial installation of a design change for a production product.
5. Work with Engineering, Suppliers, Quality Assurance and customers to develop and improve equipment and procedure for testing.

### Level B

Employee is able to perform the critical functions of the process technician such as:

1. Locate paint areas per the Engineering drawing requirements and apply the final application of paints to the completed assembly or section per the work instructions and engineering requirements.
2. Prepare and maintain treating solutions used in Anodic, Dow Metal, Airok and other processing tanks by adding specified chemical compounds in proper sequence and amounts to obtain correct solution strength. Segregate and allocate material in accordance with treating requirements to obtain best shop practices.
3. Operate process tank equipment to accomplish selective metal removal to meet engineering specifications for part dimensions, weight or contour including single, multiple steps, and tapers.
4. Perform plasma spray and skin polishing of mechanical fastened aircraft assemblies.
5. Perform process activities for contour peening of details and skins.

## IAM JOB DESCRIPTION

6. Hard chrome and silver plate parts, materials and/or tools to exact tolerances. Develop proper setups for the operations in which processing time, voltage, amperage and block-offs are not standardized.

### Level C

1. Perform process activities including, e.g., painting, metal etching, metal polishing of aircraft details, heat treating, engraving, shot peening, sand blasting, wire assembling/fabrication, decal/metalcals and metal processing, etc. to support the production requirements.
2. Qualified to set-up and test electrical/mechanical/ hydraulic/pneumatic assemblies and components.
3. Spray and brush priming.

### Level D

1. Perform fabrication support activities including, e.g., masking hardware for subsequent processing, loading/unloading/hanging hardware for chemical applications, deburr, hand finishing, light hand forming, hand drilling and associated equipment or bench type work.

## IAM JOB DESCRIPTION

**Title:** Systems/Payload Structures Mechanic

**Position Code:** M11

**Date:** 12/19/2008

**Supersedes:** 10/12/2006

**FLSA Status:** Non-exempt

**Reports to:** Supervisor

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### General Statement

Perform a wide range of duties required to install, inspect, test, system/payload components required to complete installation of modules. Capture, translate, validate or provide measurement data to meet engineering intent and top level requirements to assure quality products. Tasks performed will require continuous improvement of overall efficiencies such as, but not limited to, product conveyance and multi-tasking where applicable.

### Duties

The Company will provide appropriate assistance in job training to enable employees to perform all necessary job functions including the following:

1. Install structural modules to the engineering intent through the use of electronic media (work instruction, model based definition, specifications, requirements documents, MRB dispositions, etc). Able to completely fulfill the build verification testing that require the use of specialized test equipment.
2. Utilizes Virtual Manufacturing Tools to validate the processes when change is introduced or process yield is not met.
3. Install some system/payload components to complete installation of modules. Proficient with all equipment and tools associated with the installation to support the Mission and Intent of the delivered end item.
4. Able to capture, translate, validate or provide measurement data to meet engineering intent and top level requirements. Proficient in the use and interpretation of all CAD/CAM tools to support the fabrication, manufacture or rework to engineering configuration supporting all systems/payloads requirements.
5. Meets any and all certifications/training requirements to stay on the cutting edge of technological advancements in the industry.
6. Fully understands how the end item interfaces with any and all adjoined sections, wings or control surfaces.
7. Ensure that the Section is protected from all FOD to eliminate associated damages and failures.
8. Routinely move product within the immediate manufacturing work area, including across isle, using shop assigned equipment. Complete transactions necessary to move product to

## IAM JOB DESCRIPTION

the next operation. On an exception basis, move product to the next operation within a building.

### Qualifying Skills

Advancement to any given level is subject to need as determined by management and employee meeting established qualification criteria.

#### Level A

1. Performs the functions listed under Duties section above.
2. Installs all applicable aircraft systems/payloads to the engineering intent through the use of electronic media (work instruction, model based definition, specifications, requirements documents, MRB dispositions, etc).
3. Installs, adjusts and validates modules and components required for all systems/payload installations).
4. Proficient with all equipment and tools associated with the installation through the final functional test of required Software/Hardware to support the Mission and Intent of the delivered end item.
5. Verifies dimensions of parts using both mechanical and electronic precision measurement tools. May perform first article inspection.
6. Able to capture, translate, validate or provide measurement data to meet engineering intent and top-level requirements including the following:
  - a. Maintain required personal certifications.
  - b. Perform complete inspection, including first part review, of procured or fabricated parts and assemblies.
  - c. Initiate and document any non-conforming condition for Material Review Board action.
  - d. Perform process surveillance to assure compliance with requirements.
  - e. Prepare and maintain quality records.
  - f. Able to do Process or Product acceptance.

#### Level B

Performs the functions listed under Duties section above.

## IAM JOB DESCRIPTION

**Title:** Tooling Technician

**Job Code:** M12

**Date:** 06/17/2005

**Supersedes:** New

**FLSA Status:** Non-exempt

**Reports to:** Supervisor, Team Leader

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### General Statement

Team with others to fabricate, inspect, rework and maintain tools of all types and materials to ensure the timely delivery of quality products to the customer. Tasks performed will require product conveyance and multi-tasking, and multi-machine operation where applicable.

### Duties

The Company will provide appropriate assistance in job training to enable employees to perform all necessary job functions including the following:

1. Fabricate, rework and maintain tools of all types and materials.
2. Effectively communicate and cooperate with operations and other support functions.
3. Perform routine minor machine maintenance as part of their daily work duties (e.g., replacing machine filters, changing standard light bulbs on machines and equipment, maintaining lubrication/coolant levels, etc. as related to basic Total Preventative Maintenance duties).
4. Train and assist other employees in the same job classification as requested or required.
5. Cross trains in inspection and becomes SIA qualified.

### Qualifying Skills

Advancement to any given level is subject to need, as determined by management, and employee meeting established qualification criteria.

#### Level A

1. Provide high-level technical support and leadership to lower levels in developing concepts, skills and interfacing with organizations such as Engineering, Quality, and Operations.
2. Plan, sequence, breakdown, conceptualize and perform any task required to fabricate, assemble, maintain, inspect and repair any and all types of tools.
3. Use and/or interpret tool and Engineering drawings and models, sketches, templates, tool design manuals, verbal information, master tools, production parts, digital data and various handbooks in accomplishing and communicating work requirements.
4. Use any and all precision measurement equipment to build and verify any tool.

## IAM JOB DESCRIPTION

5. Use processes such as cutting, grinding, spotting, painting, hand finish, shaping, bending, drilling, reaming, tapping, wiring, plumbing, lay-up, welding, inspection, programming and machining.
6. Perform own tryout work as required.
7. Set up, and operate all types of equipment and machine tools required to fabricate tools.
8. Lead, train, work with, coordinate, plan, estimate, sequence for groups of lower graded employees in same job description.
9. Qualified in, and may perform any of the duties of the Level B.

### Level B

1. Plan, sequence and perform any task required to fabricate, assemble, maintain, inspect and repair any and all types of tools.
2. Use and/or interpret tool and Engineering drawings and models, sketches, templates, tool design manuals, verbal information, master tools, production parts, digital data and various handbooks in accomplishing and communicating work requirements.
3. Use any and all precision measurement equipment to build and verify any tool.
4. Use processes such as cutting, grinding, spotting, hand finish, shaping, bending, drilling, reaming, tapping, wiring, plumbing, lay-up, welding, inspection, programming and machining.
5. Perform own tryout work as required.
6. Set up, and operate all types of equipment and machine tools required to fabricate tools.
7. Lead, train, work with, coordinate, plan, estimate, sequence work for lower graded employees as required.
8. Qualified in, and may perform any of the duties of the Entry Level.

### Level C

1. Perform any and all tasks required to assist higher graded employees in the fabrication, assembly, rework and maintenance of any and all types of tools.
2. Use processes such as cutting, grinding, spotting, painting, hand finish, shaping, bending, drilling, reaming, tapping, wiring, plumbing, lay-up, minor welding, set up, operate all types of fabrication and measurement equipment and machine tools required to fabricate tools.
3. Plan, estimate, sequence and schedule own assignments as required.

## IAM JOB DESCRIPTION

**Title:** Inspector - Assembly

**Job Code:** M13

**Date:** 06/17/2005

**Supersedes:** New

**FLSA Status:** Non-exempt

**Reports to:** Supervisor, Team Leader

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### General Statement

Responsible for a wide range of inspection functions supporting assembly operations. Follow programs, documents, drawings, specifications and quality standards to perform inspection functions. Perform audit/ surveillance of all assembly and quality assurance processes, according to specifications, process and procedures. Initiate and document any nonconforming materials, parts assemblies or portions thereof, according to specification, process and procedures.

### Duties

The Company will provide appropriate assistance in job training to enable employees to perform all necessary job functions including the following:

1. Working from drawings, documents, process specifications, quality control requirements, software programs and test procedures, perform any inspection of parts and assemblies including processes and materials.
2. Dimensionally inspect parts or assemblies.
3. Initiate and document any non-conforming materials, hardware, software, tools, parts, assemblies or portions thereof, according to specifications, processes and procedures.
4. Inspect vendor, subcontractor or company parts and assemblies.
5. Follows a pre-determined sequence of own work.
6. Prepare and maintain Quality records.
7. Support the continuous flow of product within the manufacturing process by cross training and assisting employees at all description levels including cross-training in the Assembly Mechanic function or functions supported.

### Qualifying Skills

Advancement to any given level is subject to need, as determined by management, and employee meeting established qualification criteria.

#### Level A

1. SIA certification required.

## IAM JOB DESCRIPTION

2. Possess the skills and knowledge to perform in one or more of the following job classification and cross-trained in both:

Assembly Mechanic – Fuselage  
Assembly Mechanic – Underwing

3. Cross-trained in the following job classifications:

Composites Mechanic B  
Metals Mechanic B

### Level B

1. Use and interpret drawings, inspection manuals and specifications, shop mathematics, precision measuring instruments, specialized inspection machines, tools and equipment necessary to accomplish work assignments.
2. Contact other company organizations, or customer representatives, as required to coordinate and accomplish work assignments.
3. Operate testing machines, calculate and record results.
4. Maintain certifications as required.
5. Plan own sequence of operations.
6. Follow inspection (shop) procedures to accept or reject parts and assemblies, etc.
7. Verify that tools are qualified.
8. Prepare and maintain Quality records.
9. Cross-trains in equivalent level Assembly, Composite and Metals Mechanic classifications.

## IAM JOB DESCRIPTION

**Title:** Inspector – Fabrication and Process

**Job Code:** M14

**Date:** 06/17/2005

**Supersedes:** New

**FLSA Status:** Non-exempt

**Reports to:** Supervisor, Team Leader

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### General Statement

Responsible for a wide range of inspection functions supporting materials, sheet metal, composites and process operations. Follow programs, documents, drawings, specifications and quality standards to perform inspection functions. Perform audit/ surveillance of all sheet metal and composite parts, and quality assurance processes according to specifications, process and procedures. Initiate and document any nonconforming materials, parts or portions thereof, according to specification, process and procedures.

### Duties

The Company will provide appropriate assistance in job training to enable employees to perform all necessary job functions including the following:

1. Working from drawings, documents, process specifications, quality control requirements, software programs and test procedures, perform any inspection of parts and assemblies including processes and materials.
2. Dimensionally inspect composite and sheet metal parts.
3. Initiate and document any non-conforming materials, hardware, software, tools, parts, assemblies or portions thereof, according to specifications, processes and procedures.
4. Inspect vendor, subcontractor or company composite or sheet metal parts
5. Follows a pre-determined sequence of own work.
6. Perform any process inspection.
7. Prepare and maintain Quality records.
8. Support the continuous flow of product within the manufacturing process by cross training and assisting employees at all description levels including cross-training in the Metals, Process, Composites and Systems/Payload Structures Mechanic classifications supported by inspection.

### Qualifying Skills

Advancement to any given level is subject to need, as determined by management, and employee meeting established qualification criteria.

## IAM JOB DESCRIPTION

### Level A

1. SIA certification required.
2. Possess the skills and knowledge to perform in one or more of the following job descriptions:

Systems/Payload Structures Mechanic A  
Composites Mechanic A  
Metals Mechanic A  
Process Mechanic A

### Level B

1. Use and interpret drawings, inspection manuals and specifications, shop mathematics, precision measuring instruments, specialized inspection machines, tools and equipment necessary to accomplish work assignments.
2. Contact other company organizations, or customer representatives, as required to coordinate and accomplish work assignments.
3. Operate testing machines, calculate and record results.
4. Maintain certifications as required.
5. Plan own sequence of operations.
6. Follow inspection (shop) procedures to accept or reject sheet metal and composite parts and processes.
7. Verify that tools are qualified.
8. Prepare and maintain Quality records.
9. Cross-trains in equivalent level Assembly, Composite, Systems/Payload Structures and Metals Mechanic classifications.

## IAM JOB DESCRIPTION

**Title:** Inspector – Machined Parts and Tools

**Job Code:** M15

**Date:** 06/17/2005

**Supersedes:** New

**FLSA Status:** Non-exempt

**Reports to:** Supervisor, Team Leader

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### General Statement

Responsible for a wide range of inspection functions supporting machining and tooling operations. Follow programs, documents, drawings, specifications and quality standards to perform inspection functions. Perform audit/ surveillance of all manufacturing and quality assurance processes, according to specifications, process and procedures. Initiate and document any nonconforming materials, hardware, software, tools or portions thereof, according to specification, process and procedures.

### Duties

The Company will provide appropriate assistance in job training to enable employees to perform all necessary job functions including the following:

1. Working from drawings, documents, process specifications, quality control requirements, software programs and test procedures, perform any inspection of parts, processes and materials and tooling.
2. Dimensionally inspect parts or assemblies.
3. Initiate and document any non-conforming materials, hardware, software, tools, parts or portions thereof, according to specifications, processes and procedures.
4. Inspect vendor, subcontractor or company parts and tooling.
5. Follows a pre-determined sequence of own work.
6. Prepare and maintain Quality records.
7. Support the continuous flow of product within the manufacturing process by cross training and assisting employees at all description levels including cross-training in the Mechanic or Tooling Technician function or functions.

### Qualifying Skills

Advancement to any given level is subject to need, as determined by management, and employee meeting established qualification criteria.

#### Level A

1. Devise and make checking fixtures or other shop aids as required to perform work assignments.

## IAM JOB DESCRIPTION

2. SIA certification required.
3. Possess the skills and knowledge to perform in one or more of the following job descriptions:

Tooling Technician  
Machine Mechanic

### Level B

1. Inspect vendor, subcontractor or company parts, and tools using Numerical Controlled equipment.
2. Use and interpret drawings, inspection manuals and specifications, shop mathematics, precision measuring instruments, specialized inspection machines, tools and equipment necessary to accomplish work assignments.
3. Use precision measuring instruments, inspection devices and equipment, shop mathematics, including geometry and trigonometry, handbook formulas, various documents, inspection books, drawings, templates, fixtures, test indicators, comparators, sine bars, etc., to accomplish any required layout and/or work assignment.
4. Use mathematics including geometry and trigonometry as required to perform work assignments.
5. Plan and arrange sequence of own work.
6. Prepare and maintain Quality records.
7. Contact other departments within the company, vendors and customers in accomplishing work assignments.
8. Perform complete dimensional inspection of parts.
9. Select the proper tools and precision measuring instruments to accomplish inspection assignments.
10. Assemble inspection data, maintain records and provide reports as required.
11. Contact other departments within the company, vendors and customers in accomplishing work assignments.
12. Select the proper tools, data, programs, instruments to accomplish assignments. Support the continuous flow of product within the manufacturing process by cross training and assisting employees at all description levels including cross-training in the Mechanic or Tooling Technician function or functions.

## IAM JOB DESCRIPTION

**Title:** Mechanic Verification Process Auditor

**Job Code:** M16

**Date:** 2/2/2007

**Supersedes:** New

**FLSA Status:** Non-exempt

**Reports to:** Quality Group Manager/Supervisor

### General Statement

Responsible for a wide range of audit functions supporting the Mechanic Verification Process (MVP). Follow programs, documents, drawings, specifications and quality standards, to perform audits as required, monitoring quality performance on MV qualified personnel. Perform audit and surveillance of the Mechanic Verification Process, according to specifications, processes and procedures. Document any nonconforming materials, parts assemblies or portions thereof, according to specification, processes and procedures. Perform inspections when required.

### Duties

The Company will provide appropriate assistance in job training to enable employees to perform all necessary job functions including the following:

1. Perform audits and surveillance on all MVP qualified personnel.
2. Perform audits and surveillance on hardware produced and accepted by all MV personnel.
3. Monitor and track MVP qualifications.
4. Review collective analysis of customer nonconformance records, Supplier Corrective Action Notifications, and process data for trends. Provide input to Manufacturing and Quality Management.
5. Assist in root cause analysis investigations led by manufacturing.
6. Collect and monitor data recorded during the audit process. Develop metrics to demonstrate performance trends. Audit and review corrective action plans. Forward audit findings and data to the appropriate Manufacturing and Quality Management.
7. Identify areas of improvement and best practices. Apply knowledge of auditing to plan, develop, and execute quality processes / products.

## **IAM JOB DESCRIPTION**

8. Document any non-conforming materials, hardware, software, tools, parts, assemblies or portions thereof, according to specifications, processes and procedures.
9. Prepare and maintain Quality records.

### **Level A**

#### **Qualifying Skills and Criteria:**

1. Must have experience working with Quality Management System Policies and Procedures. (Standard Acceptance Notes, Quality Work Instructions, and Quality Sectional Procedures)
2. Must have working knowledge of Company Policies, Procedures, and Specifications.
3. Good communication skills. – written and verbal
4. Overall working knowledge of production processes.
5. Good computer skills. (Must be able to navigate required computing systems)
6. Ability to Investigate and document Root Cause analysis & Corrective Action (Non-disciplinary).
7. Assist in training as applicable to job roles.
8. Determine & submit test & investigation statements.
9. Perform process and hardware audits and surveillances.