

**Guident Business Solutions, LLC Job Description**

Title: Glassbender (Neon Plant)

Reports To: Shop Foreman

Supervises: N/A

Key Interfaces: Salespeople, Customers, Office Staff, Fabricators, and Installation Crew

Associates Name: \_\_\_\_\_

Start Date: \_\_\_\_\_

Department: \_\_\_\_\_

Date of Last Review: \_\_\_\_\_

This Review Is A:  Performance

Probation

Ratings Defined:

5. Consistently Exceeds Expectations: Results are consistently better than performance Expectations and other associates.
4. Above Expectations: More than meets and exceeds many of the job's requirements with minimum supervision.
3. Meets Expectations: Meets all key requirements of the job and can work productively with guidance.
2. Partially Meets Expectations; Some aspects of the job are below standards but is still making a contribution (could be new or inexperienced).
1. Does Not Meet Expectations; Many aspects of the job are below the requirements and immediate improvements needed to stay in the position.

JOB SUMMARY:

Date Job Description was revised: April 30, 2010

**PERSONAL PROFILE:**

The Glassblower must be able to work as part of a manufacturing team. He/she must be able to make accurate and timely decisions on a daily basis; and have good communication skills for dealing with fellow associates and directly with customers.

**KEY SELECTION CRITERIA:**

Candidate should be proficient using a Manifold, Bombarder. Chock, Ribbon Burner, Cross Fire Burner, and a Vacuum Pump. Preferred 1-3 year's experience working with glass and reading patterns. Also must possess a working knowledge of proper handling techniques for potential hazardous materials associated with the job. Experience working with Neon Wizard software is a benefit.

DUTY # 1: Quote Neon Jobs

RATING	COMMENTS
A. <input type="checkbox"/> Estimate glass & materials needed for neon jobs.	
B. <input type="checkbox"/> Estimate the time needed to complete neon jobs.	
C. <input type="checkbox"/> Be available on the job site and perform site survey for estimating jobs.	
OVERALL RATING: <input type="checkbox"/>	

DUTY # 2:      Make Neon Patterns

RATING

COMMENTS

- A.  Responsible for procuring a printout of the neon job.
- B.  Determine how the neon will best fit the pattern.
- C.  Determine how many strokes the neon will be needed.
- D.  Determine what millimeter glass is best for the specific job.
- E.  Determine where to place electrodes for wiring purposes.
- F.  Determine how neon glass will best fit into accommodate UL specifications.

OVERALL RATING:

DUTY # 3: Glassbending

RATING

COMMENTS

- A.  Have experience bending all sizes of neon for specific jobs.
- B.  Determine best way to repair neon from broken sign.
- C.  Bend all neon for service calls in a timely manner to expedite jobs.

OVERALL RATING:

DUTY # 4: Bombarding

RATING

COMMENTS

- A.  Properly placing neon unit on the manifold system. Pump it down, check for leaks, bombard to the correct temperature for optimum burn.
  
- B.  Fill neon or argon gas to the required pressure depending on the millimeter gage of the glass.
  
- C.  When working with argon, make mercury traps to add a "BB" size ball of mercury to each unit.
  
- D.  Check to be sure that electrodes are properly burning before stopping bombarding.

OVERALL RATING:

DUTY # 5: Assemble Neon

RATING

COMMENTS

- A.  Paint out neon double backs & bend overs.
  
- B.  Layout neon on plex or glass frame, mark and drill holes or place pop rivets for tube supports.
  
- C.  Wire, silicone, and tie bent glass frame of neon onto support.
  
- D.  Wire run jump wires correctly to each piece, test with milliamp meter to determine type of transformer to use.

OVERALL RATING:

DUTY # 6:      Repair Neon

RATING

COMMENTS

- A.  Determine gas type and original color from item brought in from road crews for reconstruction and repair.
- B.  Determine the best way to repair items brought in by customers, give estimates on time and materials for customer's repair work.

OVERALL RATING:

DUTY # 7: Responsible for other duties, as assigned or needed to accomplish our mission, and serve our customers, fellow associates, community and stockholders.

OVERALL RATING: