

## Job Description

### Fabricator (Wood)

**Job Title:** Fabricator (Wood)

**Report to:** Operations Manager and Technical Manager

**Date Issued:** March 2024

### Job Purpose

Fabricator (Wood) is responsible for the fabrication, assembly, and installation of projects: working with initiative to maintain high standards of production output and meet project deadlines.

Fabricators play a key role in our studio and on-site team—taking a lead on delivering bespoke projects at a range of scales. Fabricators have a specialist focus (CNC, Metal, Wood) and draw on this expertise to deliver high quality works using appropriate fabrication methods in a dynamic and fast-paced environment.

Fabricators work independently as part of an interdisciplinary team—under guidance from our Technical Manager, Operations Manager and Site Supervisor, and in close collaboration with our design team—to develop projects from conception to delivery.

In all aspects of their role, Fabricators uphold the excellent standard of service that our clients expect from Weber Industries.

### Main Duties and Responsibilities

#### ▪ Fabrication

- Work as part our team in the studio to fabricate projects in a range of materials, using traditional craft and digital fabrication methodologies.
- Undertake works on site as required, including surveying, fabrication, and installation.
- Take a mindful approach to work: mitigating risk, maximising efficiency and minimising wastage.
- Bring knowledge of a range of materials and processes relevant to woodworking and joinery, and transfer these skills to new materials and processes, in order to develop effective fabrication methodologies.
- Work independently to maintain high standards of production output to meet project deadlines.
- Work confidently and competently with fabrication drawings, including using Rhino to view/print drawings, navigate models, and take dimensions as required.
- Prepare materials and manage cutting lists.



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- Work confidently and competently with fixed machinery, portable equipment and tools appropriate to a range of materials and processes (including woodworking, CNC-machining, metalworking, mould-making and casting).
  - Ensure your works are undertaken in accordance with the company's health and safety policy, standard operating procedures, and relevant professional standards (i.e. UKCA).
  - Uphold high standards of craft and implement quality control procedures to ensure works are delivered to company standard.
  - Draw on experience to offer creative and cost-efficient fabrication solutions.
  - Communicate with team to manage workflow and project updates.
  - Raise fabrication issues and suggest required amendments to solve problems.
- **Project delivery**
    - Take a leading role on production when designated as Project Lead, working in close collaboration with Project Managers, with the support of Operations Manager and Technical Manager.
    - Work with initiative, both independently and as part of the team, to deliver high-quality works in the studio and on-site.
    - Work efficiently to maintain project programme and deliver works within budget (committing additional hours where necessary).
    - Contribute to project planning meetings (both internal and external) to develop costings, programmes, materials specifications, fabrication methodologies, logistics plans, RAMS and reports.
    - Manage your time effectively (delegating tasks and helping others when they are busy) to ensure the team works together to meet project deadlines.
    - Use studio systems to communicate project updates and assess project progress.
    - Communicate changes in design/fabrication methods.
    - Uphold high standards of presentation in all communication with colleagues, clients and collaborators.
    - Raise feedback, issues or concerns about projects and work to solve problems.
  - **Studio operation**
    - Ensure you are equipped and prepared for work in the studio or on-site, including maintaining a personal tool kit relevant to your role.
    - Use company systems to maintain a clean, organised, and safe working environment.
    - Use company systems to maintain levels of materials and consumables.
    - Use company systems to document working processes and develop standard operating procedures for woodworking (and other fabrication methodologies).
    - Contribute to a positive and proactive health and safety culture, including developing risk assessments and method statements (RAMS), standard operating procedures, and guidelines for best practice to support training.



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- Undertake checks and maintenance to ensure all machines and tools are safe and optimised, in dialogue with Operations Manager.
  - Organise project notes, drawings, estimates and other administrative records in accordance with company systems.
  - Support the development of project archive and marketing by documenting works in progress and completed projects.
  - Uphold excellent standards of communication (in person as well as by email and telephone).
  - Raise ideas, issues or concerns about studio operations and support colleagues to find solutions.
  - Report any accidents or health and safety incidents to management.
- **Teamwork and management**
    - Line managed by Operations Manager.
    - Report to Operations Manager, Technical Manager, Site Supervisor, Administrator, and Director.
    - Support the team of Fabricators, Project Managers, Designers, Juniors, and subcontractors working in the studio and on site.
    - Take an active role in our team and maintain a high standard of work.
    - Foster positive, supportive professional relationships to enable all team members to grow and fulfil their potential.
    - Work with initiative, openness and care in a collaborative environment.
    - Bring a creative, positive and hands-on approach to problem-solving in challenging situations.
    - Offer constructive criticism and remaining open to receiving feedback on your own performance in meetings and appraisals.
    - Share industry experience and specialist knowledge with others to support learning and development across the team.
  - **Business growth**
    - Represent the company in a positive and professional manner at all times.
    - Maintain and develop client relationships and support new project bids.
    - Maintain excellent professional relationships within the team, as well as with our partners, collaborators and clients to ensure excellent standards of service.
    - Contribute to team meetings and group activities to support the growth and development of our team.
    - Bring industry connections to extend our existing network of clients, collaborators and specialist partners.
    - Actively promote the business to foster new collaborations and client relationships.
    - Contribute to the positive public profile and social media presence of the business.
    - Support our commitment to public engagement and social enterprise.
  - **Professional development**
    - Ensure professional certifications and accreditations are kept up to date.
    - Engage positively and pro-actively with staff development and training opportunities.



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- Help to train, guide, and support other team members by sharing your own knowledge and experience.
- Engage in self-motivated independent learning and skills development to accelerate personal and professional development.

**Please note:** This is not an exhaustive list of duties and responsibilities. You will be expected to work flexibly as part of our interdisciplinary team and adapt to meet the challenge of delivering ambitious bespoke projects.

## Personal Specification

This table outlines the essential and desirable requirements to fulfil the role of Fabricator (Wood).

Experience:	Essential/Desirable
▪ Minimum 3 years of relevant professional experience as a bench joiner/cabinetmaker	E
▪ Crafting high quality furniture, joinery, and/or timber structures	E
▪ Working on site in a construction environment	E
▪ Working with machinery, equipment and tools for general fabrication	E
▪ Working as part of a team to deliver successful projects	E
▪ Working independently to maintain workflow and high production quality	E
▪ Integration of design and making to realise projects	E
▪ Teaching, mentoring or skill-sharing	D
▪ Public engagement and social enterprise	D
<b>Knowledge and skills:</b>	
▪ Knowledge of specialist tools and processes relevant to furniture making	E
▪ Knowledge of materials relevant to furniture making, including hard and soft woods, veneers, aluminium, brass, acrylic, and other solid surface materials	E
▪ Confident working from fabrication drawings	E
▪ Strong technical aptitude and understanding of craft, with attention to detail and commitment to quality	E
▪ Ability to organise and manage time, both individual and project-related	E
▪ Confident to use tools, fixed machinery and portable equipment, with ability to train others in best practice for safe use	E
▪ Awareness of health and safety regulations and best practice for compliance (i.e. RAMS)	E
▪ Computer literate, working across PC and Mac on creative and administrative programmes (Microsoft Office, Adobe CC)	E
▪ Reliable and responsible attitude to work	E
▪ Strong verbal and written communication skills	E
▪ Strong interpersonal skills	E
▪ Ability to transfer existing skills to new materials, processes and contexts	E
▪ Knowledge of tool and machinery maintenance	D



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▪ Knowledge of First Aid and Fire Safety	D
▪ Ability to use Rhino, Aspire and RhinoCAM	D
▪ Awareness of architectural practice, building regulations, and industry standards and conventions	D
▪ General construction skills	D
▪ Metalworking and welding skills (MMA, MIG, TIG).	D
▪ Engineering machining (mill and lathe work)	D
▪ Electrical and mechanical skills (240v and low voltage wiring, lighting, kinetics)	D
▪ Casting and mould-making	D
▪ Decorating and finishing skills	D
▪ Photography and photo-editing (Adobe Photoshop)	D
<b>Qualifications and training:</b>	
▪ At least 5 GCSE's including Maths and English, or vocational equivalent	E
▪ Degree level qualification in a relevant subject, or vocational equivalent	E
▪ Accreditation from relevant professional body (i.e. CSCS, SSSTS etc.)	D
▪ Certification of Health and Safety training	D
▪ Certification of First Aid training	D
▪ Certification of Fire Safety training	D
▪ Certification of specialist equipment training (i.e. IPAF, PASMA, forklift, etc.)	D
▪ Valid UK driving license	D
Key to abbreviations:	
E – Essential requirements without which the job could not be done	
D – Desirable requirements that would enable the job to be performed well	



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