

Organizatia	KAPHONE SRL		
Cod document	PROD 07 (post 1)	Numar de ordine:	7/ 20.08.2016
Situatia postului	Өеурат/ Vacant	Valabilitate	Pana la alte modificari

FISA POSTULUI | PROD 07 (post 1)

712407 | **Asamblator-montator profile aluminiu si geam termopan**
 | Departamentul de Productie

DESCRIEREA ROLULUI | Executa diferite lucrari pentru montarea profilelor din aluminiu si geamuri termopan. Stabilesc cantitatea si felul materialelor care vor fi folosite, cele mai bune metode de fixare a acestora, !n functie de natura materialului folosit si locul de aplicare.

RELATII FUNCTIONALE | Interne:
 a) subordonat fata de: directorul de productie
 b) superior pentru: nu este cazul.
 c) cooperare cu: personalul productiv

Externe:
 a) cu autoritati si institutii publice, AM, OI etc.: nu este cazul
 b) cu institutii financiare si financiar-bancare: nu este cazul
 c) cu persoane fizice si juridice, private: furnizori si clienti, dupa caz

EDUCATIA SOLICITATA | Studii medii / 3 ani

EXPERIENTA SOLICITATA | Experienta specifica nu este absolut necesara. Persoana se va instrui la locul de munca.
 Experienta in domeniul productiei de tamplarie (optional) / 2 ani

SARCINI / RESPONSABILITATI |

- asigurarea materialelor pentru serviciile si lucrarile de montaj profile de aluminiu si geam termopan;
- deplasarea in vederea efectuarii montajelor;
- pregatirea locurilor de montaj al tamplariilor;
- montarea sistemelor de tamplarie;
- aplicarea componentelor detasabile ale tamplariei;
- asigurarea controlului functional al tamplariei (reglaje, intretinere, reparatii).
- respectarea drepturilor si obligatiilor, proprii cat si a celorlalte persoane, din cadrul societatii cat si exterior acesteia, referitor la apartenenta de o categorie defavorizata de persoane cat si referitor la principiile aferente egalitatii de sanse si tratament.

COMPETENTE | Generale
Mecanica
 Cunostinte de masini si unelte, inclusiv design-ul lor, foloseste, reparatii si intretinere.
Constructii
 Cunostinte de materiale, metodele si instrumentele implicate in construirea sau repararea de case, cladiri sau alte structuri, cum ar fi autostrazi si drumuri.
Inginerie si tehnologie
 Cunoasterea aplicarii practice a stiintei ingineriei si tehnologiei. Aceasta include principii care se aplica, tehnici, proceduri si echipamente pentru proiectarea si producerea de diverse bunuri si servicii.

Specifice

Productie si prelucrare

Cunoasterea materiilor prime, proceselor de productie, de control al calitatii, costurile si alte tehnici pentru maximizarea eficienta in fabricarea si distribuirea de bunuri.

Design

Cunostinte de tehnici de proiectare, instrumente si principii implicate in producerea de planuri de

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precizie tehnice, schite, desene si modele.

Matematica

Cunostinte de aritmetica, algebra, geometrie, calcul, statistici si aplicatiile lor.

- ABILITATI PRINCIPALE** | *Stabilitatea mana-brat* - capacitatea de a tine mana si bratul ferme, in timp ce se deplaseaza de la o pozitie la alta.
Vizualizarea - capacitatea de a-si imagina cum va arata ceva dupa mutare sau rearanjare.
Coordonarea membrelor - capacitatea de a coordona doua sau a mai multor membre (de exemplu, doua brate, doua picioare sau un picior si un brat), in pozitie statica, in picioare sau culcat.
Controlul preciziei - capacitatea de a ajusta rapid si in mod repetat comenzile unei masini / echipament tehnoloci pentru pozitiile exacte.
Atentie selectiva - capacitatea de a se concentra pe o sarcina pe o perioada de timp, fara a fi distras.
Dexteritatea mainilor - capacitatea de a muta rapid mana, mana impreuna cu bratul, sau doua maini pentru a prinde, manipula, sau asambla obiecte.
Comanda informatiilor - capacitatea de a aranja lucruri sau actiuni intr-o anumita ordine sau un model in conformitate cu o norma specifica sau un set de reguli (de exemplu, modele de numere, litere, cuvinte, imagini, operatii matematice, proceduri, scheme de productie, design).

LIMBI STRAINE SOLICITATE

<i>Limba</i>	<i>Intelegere</i>		<i>Vorbire</i>		<i>Scriere</i>
	Auditie	Scriere	Conversatie	Pronuntie	
Romana	Mediu	Mediu	Mediu	Mediu	Mediu
Engleza	Incepator	Incepator	Incepator	Incepator	Incepator

CONDITII DE MUNCA | *Statutul angajatului:* (x) Permanent, () Temporar, () Colaborare externalizata

Norma: 8 ore / zi

Locul desfasurarii muncii: Strada Mihai Bravu, Nr. 258F, Municipiul Ploiesti, Judet Prahova (fosta tarla 21, parcela A301/25, Municipiul Ploiesti, Judetul Prahova).

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JOB DESCRIPTION | PROD 07 (post 1)

712407 | **Assembler-assembler aluminum profiles and double glazing**
 | Production Department

DESCRIPTION OF THE ROLE | Performs various works for the fitting of aluminum profiles and thermopan windows. They determine the amount and type of materials to be used, the best methods of fixing them, depending on the nature of the material used and the place of application.

FUNCTIONAL RELATIONSHIPS | Internal:
 a) subordinated to: the production manager
 b) superior for: not applicable.
 c) cooperation with: productive staff

External:
 a) with public authorities and institutions, MA, OI etc.: not applicable
 b) with financial and financial-banking institutions: not applicable
 c) with private individuals and legal entities: suppliers and clients, as the case may be

THE REQUIRED EDUCATION | Medium studies / 3 years

EXPERIENCE REQUIRED | Specific experience is not absolutely necessary. The person will be trained at the workplace.
 Experience in joinery / woodwork production (optional) / 2 years

TASKS / RESPONSIBILITIES |

- assurance of materials for the services and works of fitting of aluminum and double-glazed windows;
- displacement for mounting;
- preparation of mounting places for carpentry;
- installation of joinery systems;
- application of the detachable components of the carpentry;
- ensuring the functional control of the carpentry (adjustments, maintenance, repairs).
- the observance of the rights and obligations, own and of the other persons, inside and outside the society, regarding the belonging of a disadvantaged category of persons and regarding the principles related to equal opportunities and treatment.

COMPETENCES | Generals
Mechanics
 Knowledge of machines and tools, including their design, use, repair and maintenance.
construction
 Knowledge of materials, methods and tools involved in building or repairing houses, buildings or other structures such as motorways and roads.
Engineering and technology
 Knowledge of the practical application of engineering science and technology. This includes principles that apply, techniques, procedures and equipment for designing and producing various goods and services.
Specifics
Production and processing
 Knowledge of raw materials, production processes, quality control, costs and other techniques for maximizing efficiency in the manufacture and distribution of goods.

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Design

Knowledge of design techniques, tools and principles involved in the production of technical precision plans, sketches, designs.

Mathematics

Knowledge of arithmetic, algebra, geometry, computation, statistics and their applications.

- MAIN ABILITIES** | *Hand-arm stability* - The ability to keep your hand and arm firm while moving from one position to the other.
Visualization - The ability to imagine how something will look after moving or rearranging.
Limb Coordination - Ability to coordinate two or more limbs (for example, two arms, two legs or one leg and one arm) in a static, standing or lying position.
Precision control - The ability to quickly and repeatedly adjust the controls of a machine / technology equipment for the exact positions.
Selective attention - Ability to focus on a task over a period of time without being distracted.
Hand dexterity - The ability to quickly move your hand, hand with your arm, or two hands to grab, manipulate, or assemble objects.
Information command - The ability to arrange things or actions in a particular order or pattern in accordance with a specific rule or set of rules (eg, number, letter, word, image, mathematical, procedures, production, design).

LANGUAGES REQUESTED

Language	Understanding		Speaking		Writing
	Audition	Writing	Conversation	Pronunciation	
Romanian	Independent user	Independent user	Independent user	Independent user	Independent user
English	Basic user	Basic user	Basic user	Basic user	Basic user

- WORK CONDITIONS** | *Employee status: (x) Permanent, () Temporarily, () Outsourced Collaboration*
Workload: 8 hours / day
Place of work: Strada Mihai Bravu, Nr. 258F, Ploiesti, Prahova County
(the former tarla 21, plot A301 / 25, Ploiesti, Prahova County).