

# LARON

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*Solutions To Keep Industry In Motion*

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**CURRENT CAREER OPPORTUNITIES as of 08/07/2010**

<b>EEO Category</b>	Mid-Level Officials and Managers
<b>Title</b>	<b>Phoenix Operations Manager</b>
<b>Summary Description</b>	<p><b>Position Summary</b></p> <p>Reporting to the General Manager, the Phoenix Operations Manager is responsible for daily operations of the electric motor, service, and machine/mechanical repair shop in a manner consistent with division and corporate goals. The Phoenix Shop is a cost-center with financial reporting responsibilities as well as heavy customer contact. Additionally, the Phoenix Operations Manager is responsible for employee safety and quality assurance within their department.</p> <p><b>Duties and Responsibilities</b></p> <ol style="list-style-type: none"><li>1. Prepare &amp; maintain production schedule.</li><li>2. Assign personnel to tasks in a manner that supports customer completion/delivery dates and conforms to estimates for time and labor.</li><li>3. Assign shop equipment and resources as required.</li><li>4. Maintain and track all shop equipment and assets.</li><li>5. Ensure production and shop facilities are maintained such that a clean and professional image is projected to customers and employees.</li><li>6. Ensure that all work is of the quality required to meet customer, division and corporate goals.</li><li>7. Assessment, assignment of Job Number, designation of work scope and production tracking for all work accomplished in the shop.</li><li>8. Ensure that all shop employees use the time clock system correctly so that time is posted accurately on all projects.</li><li>9. Ensure that all shop equipment is maintained in a serviceable, calibrated, condition.</li><li>10. Store all portable equipment to safeguard it from damage or theft.</li><li>11. Maintain vehicles including fork lifts and cranes.</li><li>12. Ensure that all paperwork is completed in a neat and timely manner and that it is distributed to the proper places (customer, engineering, files, etc.)</li><li>13. Technical support of production personnel.</li><li>14. Identify and oversee necessary training and continuous education opportunities for division employees.</li><li>15. Supervision and / or performance of work related to manufacture, service, or repair of equipment at any location including customer site.</li><li>16. Preparation of reports and / or analysis as required by upper management.</li><li>17. Troubleshooting equipment problems using electrical testing and troubleshooting equipment.</li><li>18. Performs other job-related duties as assigned by upper management.</li></ol>

	<p><b>Knowledge, Skills and Abilities</b></p> <ul style="list-style-type: none"> <li>• Thorough knowledge of theories and practices as applied to the repair of electrical motors, electrical &amp; instrumentation controls, machine shop and mechanical repair.</li> <li>• Ability to supervise production level shop and field service technicians.</li> <li>• Ability to effectively communicate both in writing and verbally.</li> <li>• Ability to interpret engineering drawings and specifications as dictated by engineering.</li> <li>• Understanding of the operation of a variety of shop equipment including steel and copper fabrication equipment, mechanical and electrical test equipment, power hand tools and machine shop equipment &amp; tools.</li> <li>• Proficient in the use of computer word processing, spreadsheet, and database programs.</li> <li>• Ability to effectively interact with employees, vendors and customers of varying skill and educational levels.</li> <li>• Computer skills at a level commensurate with position.</li> <li>• Ability to give technical direction including electrical and mechanical.</li> </ul>
<b>Job Location(s)</b>	Phoenix, AZ
<b>FLSA Status</b>	Exempt
<b>Special Requirements</b>	<ul style="list-style-type: none"> <li>• The minimum requirements include a combination of education and experience sufficient to function as an operations manager in a profit driven technical organization.</li> <li>• Minimum educational requirements include formal technical training sufficient to perform required duties as identified above.</li> </ul>
<b>Salary Range</b>	Competitive
<b>Open Date</b>	Open until filled
<b>EEO Category</b>	Sales
<b>Title</b>	<b>Service Representative</b>
<b>Summary Description</b>	<p><b>Position Summary</b></p> <p>A Service Representative with Laron Incorporated is responsible for developing, maintaining and in some cases repairing customer relations with a designated group of customers. Service Representatives are typically the initial point of contact with customers, prospective customers and customer representatives, including managers, financial department representatives and often, vendor representatives.</p> <p><b>Duties and Responsibilities</b></p> <ol style="list-style-type: none"> <li>1. Responsible to identify targeted industries/customers, develop a sales strategy for the customer, market and successfully sell products to customers, communicate progress/needs/ideas to others service representatives, production managers and business managers at Laron Incorporated.</li> <li>2. Responsible for the development of quotations for the work, identifying the scope of proposed work to the production group, following the work progress and working in collaboration with production managers and Laron accounting personnel in preparing/approving billing for the customers work accomplished.</li> <li>3. In situations where customers are dissatisfied with service and/or warranty</li> </ol>

	<p>issues arise, the service representative will be primarily responsible for ensuring the customer relationship is maintained/restored.</p> <ol style="list-style-type: none"> <li>4. The service representative reports directly to the Sales Manager. The Sales Manager will provide performance appraisal, goal setting information and the required support to the Service Representatives.</li> <li>5. The nature of the Service Representatives work requires the representative to work independently, without supervision, relate well to all levels of customer organizations and in many cases work in unfamiliar environments. Service Representatives are required to travel extensively. All such travel shall be done in company vehicles at company expense.</li> <li>6. Interact with upper level management.</li> <li>7. Perform other job-related duties as assigned by upper management</li> </ol> <p><b>Knowledge, Skills and Abilities</b></p> <ul style="list-style-type: none"> <li>• Service Representatives are expected to be proficient in several computer applications, which include: MS Word/Excel/Power Point/Live Meeting/Dynamics, and custom applications including the Laron Standard Quote Sheet, the Laron Sales Call Calendar and the Laron Timekeeping System.</li> <li>• Extensive repair knowledge of crushers, HP, MP, Gyratory and Cone.</li> <li>• Extensive repair knowledge of Mills, Rod, Ball, Auto and Sag</li> <li>• Extensive repair knowledge of mine process equipment; Gearboxes and Pump</li> <li>• Ability to read blueprints and a basic understanding of fabrication</li> </ul> <p>Basic knowledge of all products and services offered by Laron Incorporated</p>
<b>Job Location(s)</b>	Salt Lake City, Utah & Phoenix, AZ
<b>FLSA Status</b>	Exempt
<b>Special Requirements</b>	The minimum requirements include a combination of education and experience sufficient to function as Service Representatives in a profit driven technical organization. Minimum educational requirements include formal technical training or equivalent experience sufficient to perform required duties as determined by upper management.
<b>Salary Range</b>	Competitive
<b>Open Date</b>	Open until filled
<b>EEO Category</b>	Craft Worker – Full Time
<b>Title</b>	<b>Electric Motor Winder</b>
<b>Summary Description</b>	Assembles and tests electric motor and generator stators, armatures, or rotors: Inspects cores for defects and aligns laminations, using hammer and drift. Files burrs from core slots, using hand file, portable power file, and scraper. Lines slots with sheet insulation and inserts coils into slots. Cuts, strips, and bends wire leads at ends of coils, using pliers and wire scrapers. Twists leads together to connect coils. Taps coil and end windings to shape, using hammer and fiber block. Tests windings for motor-housing clearance, grounds, and short circuits, using clearance gauge, growler, spring-steel blade, telephone receiver, insulation tester, and resistance bridge. Winds new coils on armatures, stators, or rotors of used motors and generators. May rewind defective coils.
<b>Job Location(s)</b>	Phoenix, AZ and Tucson, AZ

<b>FLSA Status</b>	Non-Exempt
<b>Special Requirements</b>	A mix of education and experience which would enable the employee to correctly perform the duties and responsibilities listed above, and at least 2 years of experience directly related to the duties and responsibilities specified.
<b>Salary Range</b>	Competitive
<b>Open Date</b>	Open until filled
<b>EEO Category</b>	Craft Worker – Full Time
<b>Title</b>	<b>Machinist, Manual</b>
<b>Summary Description</b>	<p><b>Position Summary</b></p> <p>Under general supervision, sets up and operates a variety of machine tools to produce precision parts and instruments. Includes precision instrument makers who fabricate, modify, or repair mechanical instruments. May also fabricate and modify parts to make or repair machine tools or maintain industrial machines, applying knowledge of mechanics, shop mathematics, metal properties, layout, and machining procedures. We are especially interested in machinists with Horizontal boring mill experience and handling large parts over 20T</p> <p><b>Essential Functions</b></p> <ol style="list-style-type: none"> <li>1. Fabricate, erect, install, and maintain shop machinery</li> <li>2. Calculate dimensions and tolerance using knowledge of mathematics and instruments such as micrometers and vernier calipers</li> <li>3. Align and secure holding fixtures, cutting tools, machines and materials onto machines</li> <li>4. Monitor the feed and speed of machines during the machining process</li> <li>5. Machine parts to specifications using machine tools such as lathes, milling machines, shapers or grinders</li> <li>6. Measure, examine and test completed units to detect defects and ensure conformance to specifications, using precision instruments</li> <li>7. Set controls to regulate machining, or enter commands to retrieve, input or edit computerized machine control media</li> </ol> <p>Other Duties and Responsibilities:</p> <ul style="list-style-type: none"> <li>• Perform preventative and predictive maintenance on shop equipment.</li> <li>• Select the appropriate tools, machines and materials to be used in preparation of machinery work</li> <li>• Troubleshoot and repair shop machinery.</li> <li>• Write and maintain standard operating procedures (SOPs).</li> <li>• Complete daily maintenance and repair logs.</li> </ul>
<b>Job Location(s)</b>	Kingman, AZ
<b>FLSA Status</b>	Non-Exempt
<b>Special Requirements</b>	None
<b>Salary Range</b>	Competitive
<b>Open Date</b>	Open until filled

<b>EEO Category</b>	Craft Worker – Full Time
<b>Title</b>	<b>Millwright</b>
<b>Summary Description</b>	<p data-bbox="431 128 683 155"><b>Essential Functions</b></p> <ol data-bbox="467 197 1544 758" style="list-style-type: none"> <li>19. Replace defective parts of machine or adjust clearances and alignment of moving parts.</li> <li>20. Align machines and equipment, using hoists, jacks, hand tools, squares, rules, micrometers, and plumb bobs.</li> <li>21. Connect power unit to machines or steam piping to equipment, and test unit to evaluate its mechanical operation.</li> <li>22. Assemble and install equipment, using hand tools and power tools.</li> <li>23. Position steel beams to support bedplates of machines and equipment, using blueprints and schematic drawings, to determine work procedures.</li> <li>24. Signal crane operator to lower basic assembly units to bedplate, and align unit to centerline.</li> <li>25. Insert shims, adjust tension on nuts and bolts, or position parts, using hand tools and measuring instruments, to set specified clearances between moving and stationary parts.</li> <li>26. Move machinery and equipment, using hoists, dollies, rollers, and trucks.</li> </ol> <p data-bbox="431 772 870 800"><b>Other Duties and Responsibilities</b></p> <ul data-bbox="477 846 1487 951" style="list-style-type: none"> <li>• Attach moving parts and subassemblies to basic assembly unit, using hand tools and power tools.</li> <li>• Repair and lubricate machines and equipment.</li> </ul> <p data-bbox="431 1073 833 1100"><b>Knowledge, Skills and Abilities</b></p> <ul data-bbox="477 1146 1549 2028" style="list-style-type: none"> <li>• Knowledge of machines and tools, including their designs, uses, repair, and maintenance.</li> <li>• Knowledge of design techniques, tools, and principles involved in production of precision technical plans, blueprints, drawings, and models.</li> <li>• Ability to determine the kind of tools and equipment needed to do a job.</li> <li>• Troubleshooting — Determining causes of operating errors and deciding what to do about it.</li> <li>• Equipment Maintenance — Performing routine maintenance on equipment and determining when and what kind of maintenance is needed.</li> <li>• Manual Dexterity — The ability to quickly move your hand, your hand together with your arm, or your two hands to grasp, manipulate, or assemble objects.</li> <li>• Multilimb Coordination — The ability to coordinate two or more limbs (for example, two arms, two legs, or one leg and one arm) while sitting, standing, or lying down. It does not involve performing the activities while the whole body is in motion.</li> <li>• Arm-Hand Steadiness — The ability to keep your hand and arm steady while moving your arm or while holding your arm and hand in one position.</li> <li>• Selective Attention — The ability to concentrate on a task over a period of time without being distracted.</li> <li>• Making Decisions and Solving Problems — Analyzing information and evaluating results to choose the best solution and solve problems</li> <li>• Repairing and Maintaining Mechanical Equipment — Servicing, repairing, adjusting, and testing machines, devices, moving parts, and equipment that</li> </ul>

	operate primarily on the basis of mechanical (not electronic) principles. Consistently demonstrates the work qualities of, yet not limited to: attention to detail, dependability, cooperation, persistence and self control
<b>Job Location(s)</b>	Kingman, AZ & Phoenix, AZ
<b>FLSA Status</b>	Non-Exempt
<b>Special Requirements</b>	An appropriate mix of education and experience which would allow the employee to obtain the knowledge, skills and abilities listed above; and at least 2 years of experience directly related to the essential functions as specified.
<b>Salary Range</b>	Competitive
<b>Open Date</b>	Open until filled