

# SHOP APPRENTICE

## SKILLS MATRIX

### JGM'S CORE VALUES

Family Is Our Foundation | We Plan. We Adapt. We Succeed.

Create Value Through Better Solutions | Uncompromising Safety & Quality

Whatever It Takes | Commitment to Self-Improvement

## REQUIRED SKILLS FOR ALL SHOP ROLES

Shows up on time, ready to work (fit for duty, PPE on, tools ready).
Follows JGM rules, procedures, and the latest drawings—no guessing, no shortcuts.
Respects teammates, equipment, and the jobsite/shop—professional language and behavior.
Reports hazards, near misses, damaged tools/equipment, and quality concerns immediately.
Maintains a clean, safe work area (5S: keep aisles clear, cords/hoses managed, scrap handled).
Knows and follows the JGM safety program, job hazard rules, and site/shop safety expectations.
Participates in the Good Catch program—reports hazards/near misses proactively and supports corrective actions.
Uses required PPE every time; follow hot work, lifting/rigging, and LOTO rules.
Does a pre-task plan: what can hurt us, what can go wrong, what's the safe way.
Protects finished work and parts from damage (edges, coatings, machined surfaces).
Verify critical details before you cut, drill, weld, or move material.
Completes a daily pre-task plan / JHA (job hazard analysis): hazards, controls, lift plan (if applicable), and safe sequence.
Stops and speaks up if something isn't safe or isn't right—JGM backs you up.
Doesn't pass problems downstream—fix it or raise it early with details.
Communicate clearly with your Lead (Sr Fabricator)/Foreman (what you need, what you found, what's blocking you).
Treats Good Catches as a team win—no blame, no hiding issues; speaks up early and helps close actions.

## SHOP APPRENTICE

**\$20-\$23/HOUR**



**Knowledge & Discipline**

- Listens, takes direction, and asks questions before acting.
- Follows safety rules and PPE requirements without reminders.
- Learns basic shop expectations: housekeeping, tool care, and traffic rules.
- Understands the 'why' behind procedures (quality, safety, schedule).



**Skill Development**

- Safely uses grinders and hand tools (proper guards, wheels, and technique).
- Safely uses mag drill with supervision (setup, clamping, coolant, chip control).
- Assists with material movement and basic loads under supervision.
- Learns steel shapes/profiles and how to identify material (tags, heat marks, job marks).
- Reads simple dimensions and weld symbols (basic fillet, size, length).



**Problem Solving & Ownership**

- Takes ownership of the small stuff: keeps area clean, returns tools, reports broken items.
- Works with urgency—stays busy, helps the next person, and doesn't wait to be told twice.
- Speaks up early about missing info/material or anything unsafe.