

AUSTIN TARP & CARGO CONTROLS



JOB OVERVIEW

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| JOB TITLE | TARP PRODUCTION |
| DEPARTMENT | TARP AND CARGO CONTROLS |
| LOCATION | 2901 STEWART CREEK BLVD., CHARLOTTE, NC 28216 |
| REPORTS TO | PRODUCTION SUPERVISOR |

GENERAL JOB DESCRIPTION SUMMARY

Tarp Production ensure Austin Tarp's custom truck tarps are accurately measured and marked for sewing and grommet installation. Tarp production marks tarp prior to being sewn by the Tarp Seamstress and Fabricator for completion.

DUTIES & RESPONSIBILITIES

According to custom work orders and specifications measures, mark, cut and pull during final sewing stage of vinyl and mesh production. Install grommets and D-rings. Maintain clean and organized work environment. Meet with Production Supervisor to ensure production schedules are met. Adhere to safe workplace practices. Work collaboratively with production team on other projects as assigned.

EDUCATION & TRAINING

High School graduate or equivalent.

KNOWLEDGE & EXPERIENCE

Minimum 1-year experience in conjunction with one or more trade work in: Tent, Marine Canvas, Upholstery, Apparel, Drapery, Warehouse, Manufacturing and/or Retail.

SKILLS AND ABILITY NEEDED

Read various measuring equipment within 1/16". Solid verbal communication skills. Measure, mark, cut custom vinyl tarp and mesh. Good vision (with correction). Ability to layout job/work order. Operate Grommet machine. Track time for job/work order. Strong attention to detail. Work under minimum supervision. Use of efficient time management.

WORKING CONDITIONS

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| WORK ENVIRONMENT | Work is performed indoors in climate-controlled facility while standing, sitting and bending. Capable of exerting up to 75 pounds of force frequently or regularly to lift, carry, push, pull or move objects. Standing on concrete floors for long periods of time. Frequent walking and standing required where electric, pneumatic or hydraulic machinery are operated. Physical activity includes standing for non-sustained periods of time; walking about on foot to accomplish tasks; fingering: picking, pinching with whole hand or arm, grasping: applying pressure to an object, reaching: extending arms and legs to retrieve or secure objects, feeling: touching with skin particularly fingertips, talking: expressing and exchanging ideas, hearing: perceiving the nature of sounds, bending, kneeling and repetitive motions: substantial movements (motions) of the wrists, hands and/or fingers. |
| HOURS / SHIFTS | Monday – Friday, 7:00 a.m. – 3:30 p.m., with occasional overtime as required. |
| SALARY/HOURLY PAY RATE | \$14 - \$16 per hour, Hourly, Permanent, full-time. |
| BENEFITS | Weekly pay, paid holidays, vacation time, medical benefits, Dental, Vision and Life. |
| OTHER | Willingness to cross train and perform the work of other job tasks when necessary. Must be able to professionally interact with co-workers and employees within the organization. |

AUSTIN TARP & CARGO CONTROLS



JOB OVERVIEW

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| JOB TITLE | SHIPPING AND RECEIVING |
| DEPARTMENT | TARP AND CARGO CONTROLS |
| LOCATION | 2901 STEWART CREEK BLVD., CHARLOTTE, NC 28216 |
| REPORTS TO | PRODUCTION SUPERVISOR |

GENERAL JOB DESCRIPTION SUMMARY

Provides unpacking and inspection of incoming and outgoing shipments. Performs Tarp Production in conjunction with Shipping and Receiving duties.

DUTIES & RESPONSIBILITIES

Verify, track and record incoming and outgoing shipments. Prepare items for shipment. Rejects, record and rectify material shortages. Operate fork-lift and hand truck to transport, convey and hoist shipments from receiving area to storage/work area. Perform comparative analysis of information, inventory, weight and/or measurements of incoming and outgoing shipments. Verify information against bills of lading, invoices, orders and other records. Forward packing slips to accounting. Determine methods of shipment utilizing knowledge of shipping logistics. Affix completed shipping labels to packed cartons with the use of stenciling equipment, stamp and glue. Assemble wooden, cardboard and preassembled containers for shipments. Securely package items using spacers, fillers and protective padding. Nail covers on wooden crates and bind containers with the use of metal tapes/straps. Post weight and shipping charges. Unpack and inspect incoming shipments. Correspond with external shippers to rectify damaged and shortage of products. Deliver incoming shipments to all departments. Examine outgoing shipments to ensure specifications and requirements are met. Maintain company inventory and shipping materials/supplies. Receive, track and report damaged, or defective goods returned to establishment. Maintain tarp stock in Sales Showroom. Provide weekly assistance to Tarp Counter Sales to ensure product inventory meet customer demands.

EDUCATION & TRAINING

High School graduate or equivalent preferred.

KNOWLEDGE & EXPERIENCE

Minimum 2 years of experience in one or a combination of trades: Tent, Camping, Marine Canvas, Construction, Manufacturing and/or Retail. Welding vinyl with the use of a weld machine. D-Ring and Grommet installation.

SKILLS AND ABILITY NEEDED

Strong attention to detail. Solid verbal and written communication skills. Insight to plan and layout job/work orders. Read measuring equipment with 1/8". Inventory raw materials and supplies. Layout custom work orders for painting with stencils. Complete materials list and track time for job/work orders. Operate grommet machine. Work under minimum supervision. Efficient time management. Operate Fork-Lift. Measuring, marking, cutting and painting of vinyl, mesh and canvas according to custom work orders. Welding vinyl according to measurements. Installing grommets and D-Rings to vinyl and/or tarp. Assist in stocking Tarp Sales Showroom. Provide customer service assistance for Tarp Sales Counter. Receive daily inventory and supplies. Calculate accurate yardage for job/work orders.

WORKING CONDITIONS

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| WORK ENVIRONMENT | Workshop Environment in a climate-controlled facility. Exerting up to 75 pounds of force frequently or regularly to lift, carry, push, pull or move objects. Standing on concrete floors for long periods of time. Physical activity includes standing, walking, fingering, grasping, pinching, reaching, feeling, talking, hearing, bending, kneeling and repetitive motions. Frequent walking and standing required where electric, pneumatic or hydraulic machinery are operated. Must be able to professionally interact with co-workers and employees within the organization. |
| HOURS / SHIFTS | Monday – Friday, 7:00 a.m. – 3:30 p.m., with occasional overtime as required. |
| SALARY/HOURLY PAY RATE | \$14 - \$16 per hour, Permanent, full-time. Pay based on skill level and experience. |
| BENEFITS | Weekly pay, paid holidays, vacation time, medical benefits, Dental, Vision and Life. |
| OTHER | Willingness to cross train and perform the work of other job tasks when necessary. |

Austin Canvas and Awning



JOB OVERVIEW

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|-------------------|---|
| JOB TITLE | INSTALLATION TECHNICIAN |
| DEPARTMENT | TARP |
| LOCATION | 2901 STEWART CREEK BLVD., CHARLOTTE, NC 28216 |
| REPORTS TO | |

GENERAL JOB DESCRIPTION

Reporting directly to the Installation Team Lead, the Installation Technician's (aka, "Installer") role is to work as part of a team of Installers who repair, attach, and/or install custom-engineered projects manufactured and fabricated by Austin Canvas & Awning for the use and aesthetic enjoyment of our customers, their visitors and patrons, for both residential and commercial applications. Custom-engineered projects are completed according to operations schedule while adhering to the quality and workmanship standards our customers have come to expect, and the company standards demand.

DUTIES & RESPONSIBILITIES

Install canvas and metal awnings to structure. Remove, repair, and reinstall existing canvas and metal awnings. Operate hand and power tools. Load/unload equipment on/off truck.

- Able and willing to follow instructions.
- Work in a team environment.
- Able to understand blueprints/construction drawings.
- Work safely alone and with team.
- Other tasks, as assigned.

EDUCATION & TRAINING

High School or higher
1-2 years construction related experience.

KNOWLEDGE & EXPERIENCE

Energetic and physically fit. No fear of heights. Climb extension ladders. Ability to travel short term (1-3 days at a time).

- Knowledge and experience using hand and power tool.

SKILLS & ABILITIES

Ability to lift to 75 lbs. Ability to read a tape measure to 1/16. 1 – 2 years of construction related experience. Valid driver's license.

WORKING CONDITIONS

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| WORK ENVIRONMENT | Office Environment work. Exerting up to 10 pounds of force occasionally and/or negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects. Sitting most of the time. |
| HOURS / SHIFTS | Monday – Friday, 7:00 a.m. – 4:30 p.m., overtime as required |
| SALARY | \$15 -\$20 per hour, based on skill level and experience. |
| BENEFITS | Weekly pay, paid holidays, vacation time, medical benefits, Dental, Vision and Life. Tools furnished. |
| OTHER | Willingness to cross train and perform the work of other job tasks when necessary. |

FACILITIES AND FLEET MECHANIC

Austin (a 70-year strong company) is looking for an Organized/Experienced Facilities and Fleet Mechanic to join our team! You will be responsible for repairing a variety of shop equipment & support infrastructure (electrical, plumbing etc..) as well as PM maintenance on Company vehicles and Construction Equipment.

RESPONSIBILITIES:

- Troubleshooting and repair of shop equipment and/or telephone assistance from factory tech reps, as required.
- Experience with both low and high voltage electric and other mechanical systems.
- Use diagnostic tools to test equipment components.
- Perform preventive and repairs of light-medium duty Ford Trucks (Gas & Diesel).
- Installation and repair of truck and trailer tarping systems. (Will train on specifics.)
- Perform routine maintenance on Automotive fleet company light trucks.
- Responsible for supporting the architectural custom-engineered manufacturing process by troubleshooting, preventative maintenance, and repair of industrial machinery and equipment.
- Read maintenance manuals and manufacturing specifications.
- Maintain daily timecard and log for repair and maintenance activities performed.

QUALIFICATIONS:

- Previous experience as a mechanic. (Trailer experience helpful)
- Knowledge of shop equipment.
- Strong mechanical aptitude and troubleshooting skills.
- Electrical experience helpful, but not required.
- Deadline and detail oriented.
- Ability to thrive in a fast-paced environment.
- Proficient in the use of hand and other power tools.
- A quick learner/high aptitude.
- Basic knowledge and understanding of machine technology, industrial equipment, power and control devices.
- Understanding and proficient in safe work practices including LO/TO, Fall Protection, Personal Protective Equipment (PPE).

BENEFITS:

- Variety of interesting job duties
- Weekly Pay
- Paid Holidays
- All Tools Furnished
- Medical Benefits
- 401k Retirement Plan (optional participation)

JOB TYPE: Full-time, 7:00 a.m. – 3:30 p.m., M-F (occasional overtime)

EXPERIENCE: 3 years or more as a Maintenance Technician preferred.

EDUCATION: High School Diploma or equivalent.

LOCATION: 2901 Stewart Creek Blvd, Charlotte, NC 28216 (no walk-ins).

RATE OF PAY: \$20.00 - \$25.00 /hour

WORK AUTHORIZATION: USA.

*We are an equal opportunity and drug free workplace that participates in E-Verify.

AUSTIN CANVAS & AWNING CAD JOB DESCRIPTION

Experienced Architectural AutoCAD Drafter

(Full time, Direct Hire--Not a contract position, MUST WORK ONSITE)

We are searching for an Architectural AutoCAD Drafter, experienced in the use of Autodesk AutoCAD 2019/2020 with experience in Construction, & Architectural Drafting.

POSITION SUMMARY: The Seasoned, Experienced, Architectural Autodesk AutoCAD Drafter will work directly with Project Manager, and the Metal Fabrication teams. Working in partnership with the internal teams, the Architectural AutoCAD Drafter will be a member of the CAD Design team and will be responsible for providing AutoCAD designs and dimensions to our fabrication team and Installation team. The Architectural AutoCAD Drafter will be a team member who utilizes Autodesk AutoCAD to create, modify, and release drawings to all stakeholders. This role is an integral part of our ability to exceed customers' expectations.

SKILLS NEEDED:

- Proficient with Autodesk AutoCAD 2019/2020 and Microsoft Excel.
- Solid understanding of construction and architectural principles, along with drafting principles and techniques.
- Develop quotes, estimates, and tender packages for new projects, project changes, and additional work-scopes.
- Proven ability to problem-solve, research, and recommend alternative solutions.
- Ability to work decisively and with accuracy.
- Work under self-direction and in groups.

EDUCATION/EXPERIENCE NEEDED

- Associate or BS in Architectural CAD Drafting, or other related field preferred.
- 2 to 3 years Architectural CAD Drafting (AutoCAD).
- Proficient in Autodesk AutoCAD 2019/2020 (non-negotiable). Self-managed in a fast-paced environment while managing multiple projects under minimal supervision.

IDEAL PREVIOUS JOB TITLE/EXPERIENCE:

- Architectural AutoCAD Drafter/Designer
- Autodesk AutoCAD Drafter
- Construction AutoCAD Drafter
- Estimator with AutoCAD experience
- Architect
- Construction Project Manager (with AutoCAD Draft Experience)
- Other similar experience/job title

Based in Charlotte, North Carolina, Austin Canvas & Awning is a cutting-edge, 70-year-old fabricator of architectural and structurally engineered, custom fabricated products. Established in 1946, Austin Canvas & Awning has grown as a key Fabricator & Finisher of Custom Aluminum Extruded Canopy Systems (Aluma Shield®), Awnings, Trellis', Louvers, Laser Panels and other custom architectural Aluminum Products. Austin Canvas & Awning provide services to New Construction and the end user markets. We pride ourselves in creating designs to meet our customers' needs and inspiring their aesthetic desires. We are a part of a multi-divisional company (PREM CORP) that also fabricates Heavy Haul Truck Tarps, Tarping Systems, Industrial Canvas Products, & Architectural Powder Coatings.

Employment Type: Full-Time, Salary (must work onsite).

Compensation: (commensurate with experience)

Benefits Offered: Medical, Dental, Vision, Life, and a 401K with Match