

JOB DESCRIPTION

Production Worker

POSITION TITLE: Production Worker

FLSA STATUS: Non-Exempt

REPORTS TO: Assembly Supervisor

DATE REVISED: 3/17/2021

ESSENTIAL FUNCTIONS: The Production Worker position may consist of several different positions which may rotate to perform a variety of assembly job functions on the production line. Some of the position rotations are as follows: Boxer, Head Buffer, Sealer, Jig Operator (Tandem, TR, etc.), Spring Masher, Tag Stamping Machine, Clamp Band pre-assembly or Longstroke/Standard units. Some of the job responsibility components for each position include performing all jobs in a safe manner, completing logs and charts as required by specified work instructions and to prevent and detect leakers by following work instructions. The Production Worker will be assigned to a designated work station, and must be able to work with manufacturing processes, assembly equipment, testing, and components; and work well within an assembly line environment.

KNOWLEDGE/SKILLS:

- High School Diploma or General Education Diploma (GED) is required
- Ability to read and interpret shop papers, work instructions and/or procedures
- Ability to comprehend quality specifications and identify parts and part numbers
- Ability to use mechanical equipment, gauges, and basic math skills
- Strong organizational skills and attention to detail
- Ability to multi-task, prioritize, and manage workload
- Effective oral and written communication skills
- Ability to work with tact and professionalism
- Ability to work with minimum supervision

SPECIFIC JOB DUTIES:

- Preventing and detecting leakers by following work instructions
- Reads and interprets shop papers and work instructions to confirm correct components are being used
- Ensure special packaging requirements per orders, shop papers, and work instructions
- Responsible for ensuring each box contains required number of units according to order size
- Responsible for following all safety instructions (Safety & Hazardous Materials Training)
- Keep work area clean and orderly
- Completes logs, charts and shop papers
- Must work at designated work area and job rotation will be required
- Must be able to understand and comply with company rules and regulations
- May perform Tag stamping and Clamp band pre-assembly as needed
- Notify Management if/when production problems arise
- All other duties as assigned

WORKING CONDITIONS/PHYSICAL EFFORT: The physical demands described in this description are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The physical requirements of this position require medium work; exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects. The worker is required to have close visual acuity to perform an activity such as analyzing data or identify product parts. Worker is subject to regular use of production machinery and will consistently use gauges, tools, and other measuring devices. Worker may be exposed to some physical, hazards and environmental conditions and may require wear/use of proper personal equipment (PPE).

Equal Employment Opportunity/Affirmative Action/minorities/females/veterans/disabled