



Job Description

Job Title: Production Associate

Date: August 23, 2016

Reports to: Shift Supervisor

Approval: Kristine Feagan, Human Resources

Comp. Family: Production

Exemption Level: Hourly Non-exempt

PRIMARY FUNCTION:

Production position manufacturing automotive parts according to company and industry standards.

SPECIFIC DUTIES AND RESPONSIBILITIES:

1. Must be able to manufacture/sequence product per boundary samples and as described in the operator instructions.
2. Inspect parts and finished product for defects at all process points and report defects to quality or supervision.
3. Stamp, label, or otherwise mark product where necessary and pack parts per operator instructions.
4. Generate on-demand labels and apply bin labels when necessary.
5. Will be required to rotate and learn various production processes.
6. Clean and organize work areas to include 5S.
7. Assist forklift operators in loading and unloading trucks as needed.
8. Must be able to lift 30-40 pounds repetitively.
9. Ability to lift a minimum of 25 pounds overhead.
10. Maintain standards in accordance with Lean Manufacturing principles.
11. Overtime is sometimes required, which may include weekends.
12. Ability to work various shifts.
13. Ability to stand for long periods of time.
14. Must be able to process required paperwork.
15. Must be able to perform to TS 16949 and ISO 14000 quality and environmental standards.
16. Adherence to all safety policies and procedures.
17. Other assignments and responsibilities as required to support organizational and team objectives.

JOB QUALIFICATIONS AND REQUIREMENTS:

1. High school degree/GED required.
2. Must have the ability to multi-task and handle shifting priorities.
3. Good communication skills, both verbal and written, in the English language.
4. Proficient computer skills.
5. Good attendance record.

Disabled employees or applicants who feel accommodation is needed to perform the essential duties of their job must notify the Company in writing of the need for reasonable accommodation within 182 days after the date the employee or applicant knew or should have known that an accommodation was needed. The Company will make accommodations that do not pose an undue hardship.