



## General Labor

**Department:** Operations  
**FLSA Status:** Non-Exempt

**Job Status:** Full Time  
**Reports To:** Operations Team Leader  
**Amount of Travel Required:** No travel required  
**Positions Supervised:** None

**Work Schedule:**

This position begins at 6:00 am for first shift and at 3:00 pm for second shift. Days worked are Monday through Friday and an occasional Saturday.

**POSITION SUMMARY**

This position is responsible for accurate production of quality stamped parts in a safe manner at established rates. He/She shall effectively communicate with Operations Team Leader and team members to ensure safety and quality requirements are met.

**ESSENTIAL FUNCTIONS**

Responsibilities:

- Must have the ability to operate presses and related equipment with assistance from experienced personnel (press, straightner, feeder, stacker, Smart Pac, etc.) and able to operate Secondary equipment (hand-fed presses, welders, and other light assembly).
- Ability to operate a forklift and overhead crane.
- Must have the ability to assist set-up team, setting and pulling production tools and necessary supplies.
- Must have the ability to use and understand quality control instruments and fixtures and record findings.
- Must have the ability to understand instructions and work with minimum supervision.
- Must have the ability to stand for extended periods while stacking or packing certain parts.
- Maintains work area cleanliness in accordance with 5S standards.
- Initiates service requests for necessary repairs on equipment or tools.
- Must have the ability to perform other non-specific, company related duties as assigned.

**QUALIFICATIONS**

- High School Graduate or General Education Degree (GED) and/or 1-3 years related experience
- Ability to accept responsibility and account for his/her actions.
- Ability to organize and remain on task.
- Ability to work alone and/or with a group of people toward common company goals.
- Ability to find a solution for or to deal proactively with work-related problems.
- Ability to complete assigned tasks under stressful situations.
- Ability to make good decisions and follow company procedures.
- Ability to get along well with a variety of personalities and individuals.
- Ability to perform their jobs effectively and accurately.



**SKILLS & ABILITIES**

**Computer Skills**

Must be comfortable learning and using the computer as part of daily activities

**PHYSICAL DEMANDS**

**Physical Abilities**

		<b>Lift /Carry</b>	
Stand	F (Frequently)	10 lbs or less	F (Frequently)
Walk	F (Frequently)	11-20 lbs	O (Occasionally)
Sit	O (Occasionally)	21-50 lbs	O (Occasionally)
Handling / Fingering	F (Frequently)	51-100 lbs	N (Not Applicable)
Reach Outward	O (Occasionally)	Over 100 lbs	N (Not Applicable)
Reach Above Shoulder	O (Occasionally)		
Climb	N (Not Applicable)	<b>Push / Pull</b>	O (Occasionally)
Crawl	N (Not Applicable)	12 lbs or less	O (Occasionally)
Squat or Kneel	O (Occasionally)	13-25 lbs	O (Occasionally)
Bend	O (Occasionally)	26-40 lbs	O (Occasionally)
		41-100 lbs	N (Not Applicable)

**N (Not Applicable)**

Activity is not applicable to this occupation.

**O (Occasionally)**

Occupation requires this activity up to 33% of the time (0 - 2.5+ hrs/day)

**F (Frequently)**

Occupation requires this activity from 33% - 66% of the time (2.5 - 5.5+ hrs/day)

**C (Constantly)**

Occupation requires this activity more than 66% of the time (5.5+ hrs/day)

**OTHER PHYSICAL REQUIREMENTS**

Ability to wear Personal Protective Equipment (PPE) (Safety Glasses, ear plugs mandatory and other protection as the task requires)

Approval Signature: \_\_\_\_\_ Date: \_\_\_\_\_

The company had reviewed this job description to ensure that essential functions and basic duties have been included. It is not intended to be construed as an exhaustive list of all functions, responsibilities, skills and abilities. Additional functions and requirements may be assigned by supervisors as deemed appropriate.