

## POSITION DESCRIPTION

**POSITION TITLE:** Production Cell Operator; 2<sup>nd</sup> Shift

**DEPARTMENT:** Assembly

**JOB RELATIONSHIPS:**

Reports to: Production Supervisor

Supervises: None

**BASIC FUNCTION:**

This position rotates through the plant operating designated equipment in established production cells and/or other departments, as assigned. Work from routing tags and instructions to perform a variety of secondary operations, including but not limited to, the assembly, washing, grinding, timesaving, inspection, sorting, weighing and packing of component parts produced in accordance with prescribed company quality standards and internal and/or customer specifications.

**PRINCIPAL DUTIES AND RESPONSIBILITIES:**

- 1.\* Perform a variety of assembly operations involving adhering, hooking, snapping in place, as well as stuffing and filling components parts and inspect for proper fit and zero defects.
- 2.\* Unload parts from baskets and/or totes onto worktable; visually inspect for proper form, surface defects, slug marks and/or foreign material.
- 3.\* Perform various manual machine operations on a single stroke punch press, trim press, pneumatic press, spring grinder, resistance welder, timesaver, and parts washing machine, etc. as assigned.
- 4.\* Operate a variety of kick and hydraulic presses to stake, punch, insert screws and/or form component parts.
- 5.\* Operate spring looping machine and position parts properly in machine fixture, activate press and visually check springs for defects; may use gauges for measurement.
- 6.\* Pack items, stack in cartons, apply labels (unless otherwise specified), and place cartons on skid.
- 7.\* Sort and rework parts as required and in accordance with established department procedures.
- 8.\* Operate various automated conveyor belt and machines while grinding, washing and/or timesaving parts; operations may include inspection and packing.
- 9.\* Meet company requirements for continuous improvement process goals.
10. May participate on process improvement teams and activities for cost reduction, product flow, or "Kaizen" events, as requested.
11. Examine produced parts for visual defects; may use quality assurance measuring tools on parts handled or processed to ensure adherence to quality compliance requirements.
- 12.\* Properly and safely use all manual machines and hand tools.
- 13.\* Keep work area in a clean and orderly condition; follow all company safety policies and rules.
- 14.\* Notify supervisor of unusual material or equipment problems.
15. Performs other duties as required and/or assigned.

## POSITION REQUIREMENTS AND SPECIFICATIONS:

- High school diploma or equivalent combination of experience and education. Experience in a factory setting highly desired.
- Ability to communicate in English, both written and verbal. Proven ability to follow verbal and written instructions in English.
- Ability to work in a team environment on 2<sup>nd</sup> shift.
- Must be flexible and able to respond and adapt to changes.
- Must be able to use hands to handle or feel component parts, lift, carry, pack, and/or reach with hands and arms in the performance of routine job duties.
- Capable of standing, walking and/or sitting, as required for full shift.
- Ability to exert physical effort required to handle parts and tools, as well as frequently and properly lifting and moving up to 35 pounds.
- Ability to perform with continuous mental and visual attention involving repetitive work requiring constant alertness or activity, as well as regular exposure to moving mechanical parts.
- Ability and willingness to work in an environment with continuous exposure to noise, dust and oil.

\* = **Essential job duties**