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| --- | --- | --- | --- | --- | --- |
| Job Code | 4 | **EE Type** | Hourly | **FLSA** | Non-Exempt |
| **Location** | AMICO - Birmingham | **Department** |  |  |  |
| **Reports to**  |  | **Dotted Line Report** |  |  |  |

**Position Summary**

Performing various tasks, including maintaining and operating the machinery and search for potential malfunctions or risks.

**Primary Accountabilities** (Essential duties:)

* Read and follow job orders and determine required materials and product.
* Prepare and set up machines for production – clean, calibrate, etc.
* Handling production equipment (e.g. operation, maintenance); control and run the machine to the fullest extent.
* Assembling and inspecting machinery parts and carry out machine operation tests.
* Being able to maintain and troubleshoot arising issues.
* Monitoring output for quality.
* Keeping facility clean by removing debris and trash to ensure safety.
* Keep up with safety requirements and maintain the safe work setting at all times.

**Secondary Accountabilities**

In addition to the primary accountabilities listed above, individuals may perform other duties as assigned.

**Supervisory Responsibilities**

This position has no supervisory responsibilities.

**Position Qualifications** To perform this job successfully, an individual must be able to perform each primary accountability satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Additionally, the physical demands and the work environment typically encountered are listed below. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties.

**Education / Experience** (an equivalent combination of education and experience required to successfully complete the primary accountabilities is indicated below)

Minimum High School Diploma or GED

Related experience or training is a plus.

**Competencies / Technical Skills**

Core Competencies: Analytical; Problem Solver; Managing Performance; Building Collaborative Relationships; Customer Orientation; Result Orientation; Business Acumen

Organizational Competencies: Initiative; Influencing Others; Detail Orientation; Excellent Communication Skills;

Technical Skills: Microsoft Applications; expertise in Excel, Windows, and PowerPoint. Blueprint literacy necessary. Experience using an MRP or ERP system preferred.

**Licenses / Certifications**

None

**Physical Requirements**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this Job, the employee is regularly required to sit, talk and listen. The employee must occasionally lift and/or move up to 50 pounds and up to 30 pounds frequently, and up to 10 pounds constantly to move objects. Specific vision abilities required by this job include close vision and ability to adjust focus.

**Work Conditions**

Environment: Manufacturing Facility

The work environment characteristics described here are representative of those employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate.

The facility is not climate controlled.

**Employee Acknowledgement**

I have read and understand all of the above. I have reviewed the accountabilities for which I am responsible, as well as the minimum requirements of this position with my Supervisor or Human Resources. I understand that this document does not create an employment contract and that I am employed on an “at will” basis. In addition, I understand that it is my responsibility to regularly review (at least annually) the Accountabilities and Qualifications listed above as they will be utilized, in conjunction with other information, in the determination of salary grades, setting performance objectives, establishing training and development needs as well as other Human Resource activities.

Employee \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_

Supervisor \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_