**JOB DESCRIPTION**

**Job Title: Production Technician**

**Location:**  IMT, Chilhowie, VA

**Department:** Production

**FLSA Status:**  Non-exempt

**Wage Level:** 3 / Starting pay $12.50/hr

**Reports to:**

**Employee:**

**Summary/Objective**

Performs all roles and responsibilities associated with the safe set up and operation of complex machine centers (machine centers with manual and/or computer set up that need to achieve compliance with 3 or more set points to produce quality product). Able to identify quality and/or productivity issues and take action to adjust machine center settings to correct them. Able to carry out all the functions of Production Operator personnel with no additional training. Carry out other assigned activities to support the processing of raw material, work in process (WIP), or finished goods so that they are ready for shipment to customers. Production Technician personnel will have successfully completed a period as a Production Operator and will have demonstrated full compliance with safety and housekeeping requirements and their attendance record will demonstrate that they are dependable. Production Technicians will primarily and routinely be assigned to roles that require significant (2 to 12 months) training to perform at a satisfactory level. Machine centers to be operated by Production Technicians include moving blade rip system, RF gluing, moulders, Progressive, prime line and other similar machine centers.

**Essential Functions**

* Work in compliance with all applicable safety rules and utilizing all required PPE at all times.
* Lead the maintaining of the safety and cleanliness of your work area.
* Set up and operate assigned machine center so that it operates safely, produces in compliance output and runs at a productive pace.
* Follow production schedule provided to sequence jobs to be processed in the correct order.
* Provide direction and training as required to Production Support and Operator personnel assigned to your machine center so they perform required tasks safely and productively and assist in the production of quality output.
* Perform required quality checks of product and document as required.
* Perform tallies of left over raw materials and machine output so units can be correctly tagged with accurate quantities.
* Feed machine center with pieces or parts in correct orientation and at correct pace.
* Check material to be fed for visible defects and set to side any that are suspect for review prior to being fed into the machine center.
* Catch and stack pieces exiting machine center in correct orientation and at correct pace.
* Check exiting material for visible defects and take action to set aside for rework or patch and then stack.
* Stack and palletize raw materials, WIP and finished goods correctly as required.
* Other duties as assigned.

**Travel**Little to no domestic travel is expected for this position.

**Qualifications Required:**

* Must be able to communicate effectively in English with management and fellow employees.
* Must be able to work shifts through completion and weekends where necessary.
* Demonstrate good teamwork skills.
* Ability to operate in a fast paced environment.
* Must have reliable transportation.
* Related work experience preferred.

**Approval/Revision Date**

\*\*Replaces job description: XXXX

**Signatures**This job description has been approved by all levels of management:

Manager\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

HR\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position. The employee is expected to adhere to all company policies while employed.*

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

Candidates that are interested can apply in person at IMT located at 370 Deer Valley Rd in Chilhowie from 8am – 4pm, Mon. – Fri.