

## **JOB DESCRIPTION**

### **Manufacturing Team Member**

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

**Job Status:** Full-Time  
**Reports to:** Team Leader

**Date:** April 30, 2021

#### **POSITION SUMMARY**

Operate manufacturing equipment in a high-volume production environment, such as CNC machines, manual presses and assembly equipment. Also performs machine set-ups, tool changes, preventative maintenance and routine checks on manufacturing equipment. Responsible for performing visual quality checks.

#### **ESSENTIAL DUTIES and RESPONSIBILITIES**

- Able to operate various manufacturing equipment (CNC machining equipment, manual presses, assembly equipment, etc.) in a mass/high volume production environment.
- Requires the ability to constantly manipulate small parts and gauges.
- Perform machine set-ups and tool changes as necessary.
- Must perform preventative maintenance and routine machine checks.
- Able to perform visual quality checks using a variety of gauges (micrometers, calipers, metric rulers, etc.) and check fixtures and be able to properly document information. Keen vision and mental alertness is required.
- Ability to use thinking and reasoning skills to solve a problem.
- Recognize and define problems, collect data, and develop conclusions.
- Calculate figures and amounts using whole numbers and decimals.
- Must possess knowledge of basic machining and have ability to apply concepts.
- Ability to read and follow work instructions, procedures and policies.
- Receptive to training and performing functions in multiple areas.
- Maintain a clean, organized and safe work environment; responsible for proper waste disposal.
- Must possess the ability to perform at required production standards.
- Must be able to successfully function within a team environment and be able to adapt to change.
- Communicate effectively with others using both oral and written communication skills.
- Other duties as required.

#### **POSITION QUALIFICATIONS**

- Ambition - The drive to achieve personal advancement.
- Autonomy - Ability to work independently with minimal supervision.
- Detail Oriented - Ability to pay attention to the minute details of a project or task.
- Honesty / Integrity - Ability to be truthful and be seen as credible in the workplace.
- Resilient - Ability to recover from, or adjust to, misfortune or setbacks.
- Self Motivated - Ability to be internally inspired to perform a task to the best of ones ability using his or her own drive or initiative.
- Technical Aptitude - Ability to comprehend complex technical topics and specialized information.
- Working Under Pressure - Ability to complete assigned tasks under stressful situations.

#### **EDUCATION**

High School Graduate or General Education Degree (GED) preferred.

#### **EXPERIENCE**

Experience in high volume manufacturing in the automotive industry preferred.

#### **COMPUTER SKILLS**

Ability to operate computerized equipment is required.

**CERTIFICATES & LICENSES**

Certificates or diplomas from an accredited college or skill center in machining or machine tool manufacturing highly desired.

**OTHER REQUIREMENTS**

Solid work history and willingness to successfully function in a team environment.

**WORK ENVIRONMENT**

This position is required to work in manufacturing environment facility. While performing the duties of this job, the employee is frequently exposed to work near moving mechanical parts; toxic or caustic chemicals and risk of electrical shock. The employee is occasionally exposed to fumes or airborne particles; extreme heat (non-weather) and vibration. The noise level in the work environment is usually moderate.

**PHYSICAL DEMANDS – See Physical Demands Description**

OTICS USA, Inc. has 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.