



IB-TECH Job Description PRODUCTION ASSOCIATE

Education & Experience Requirements

- High School Diploma preferred AND;
- 6 months of job-specific and related experience in manufacturing OR;

- 1 year of job-specific and related experience in manufacturing

- Must possess demonstrated physical capability; ability to work safely as a team, contribute to safety, quality, cost, delivery, and morale efforts

Primary Roles & Responsibilities

- Change out fixtures on a machine to complete product changeover
- Complete incoming and outgoing quality inspections on every production part
- Dispose of trash, cardboard, empty containers, and other items from the production lines
- Follow all details with regards to completing production and quality related documentation
- Follow all safety guidelines and procedures
- Follow all uniform and personal protective equipment (PPE) requirements
- Follow nonconforming part procedures
- Manually place parts onto machine or fixture for assembly operation
- Meet productivity requirements
- Notify Team Leader of any quality defects or safety issues
- Operate light industrial machinery, pallet jacks, and handle materials related to production parts and packaging
- Read, understand, and follow any Quality Alerts
- Read, understand, and follow Standard Operating Procedures and Work Instructions
- Use hand activated buttons, torque wrenches, and other hand tools to complete assembly processes
- Utilize quality measurement tools for part inspections
- Overtime may be assigned
- Travel not likely or 0%, but may be requested by Leadership
- Training needs are based on IB-TECH's training matrix for this position, relevant to ISO 9001 and ISO 14001 systems
- Other duties as assigned

Physical Demands

- Associate must be able to occasionally lift up to 40lbs in single or multiple lifts. Associate must be able to occasionally push/pull up to 100lbs. Associate will frequently bend, twist, turn, squat kneel, overhead reach, climb stairs, use various hand tools (power, percussive, vibrating, and manual) and pinch grip small objects for up to 7 hours per day. Typical work environment includes; standing and walking in a manufacturing setting 7 hours per day. Associate may have to have a valid driver's license if travelling for IB-TECH. Idle time between job tasks is not likely to exist. Break/Lunch periods are typical in a 8.5 hour day.

Grade/Classification:	Labor and Helpers
FLSA Status:	Hourly
Department Assignment:	Production Management
Function:	Associate
Reports to:	Production Team Leader
Supervises:	None