



JOB DESCRIPTION
Production Operator

LOCATION: Colorado Springs, Colorado

DEPARTMENT: Production **PAY GRADE:** \$ TBD
REPORTS TO (TITLE): Production Supervisor **EEO-1/JOB GROUP:**
OVERTIME STATUS: Non-Exempt

MANAGER SIGNATURE: _____ **DATE:** _____
EMPLOYEE SIGNATURE: _____ **DATE:** _____

SUMMARY: Responsible for performing a variety of simple mechanical and electro-mechanical assembly operations on components, assemblies and/or sub-assemblies. Works on assignments that are routine in nature where limited judgment is required. Receives detailed instructions as to exact procedures to be followed

ESSENTIAL DUTIES AND RESPONSIBILITIES: *Other duties may be assigned.*

- Assemble components, assemblies and/or subassemblies per specifications.
- Visually inspect all product received for conformance to specifications before assembly.
- Cleans parts with solvent.
- Monitor equipment for operating parameters and notify supervisor of any problems.
- Complies with health and safety policies and procedures.
- Supports company values including ethical conduct and high integrity in all actions.

OTHER DUTIES AND RESPONSIBILITIES:

- Maintain simple records relating to yield performance and other information.

CROSS TRAINED IN THESE DUTIES (Documentation required):

SUPERVISORY/LEAD RESPONSIBILITIES: None



EQUIPMENT UTILIZED: *The equipment described here must be used 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-*

- Computer
- Soldering Iron
- Small hand tools: drills, tie wrap guns, strippers, tweezers, gauges, cutters, crimpers, and pliers
- Adhesive dispenser and potting dispenser
- Multimeter
- Use of safety gear – safety glasses, lab coat and gloves
- Use of clean room gear – gown, cap and booties

QUALIFICATION REQUIREMENTS: *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

EDUCATION/TRAINING/WORK RELATED EXPERIENCE:

- High school diploma or general education degree (GED), and three to six months related experience; or equivalent combination of education and experience.

LANGUAGE SKILLS:

Ability to read and comprehend simple work instructions, short correspondence, and memos in the English language. Ability to write simple correspondence. Ability to effectively present information in one-on-one and small group situations to customers, clients, and other employees of the organization.

MATHEMATICAL SKILLS:

Ability to add and subtract two-digit numbers and to multiply and divide with 10's and 100's. Ability to perform these operations using units of weight measurement, volume, and distance

REASONING ABILITY:

Ability to apply common sense understanding to carry out detailed but uninvolved written or oral instructions. Ability to deal with problems involving a few concrete variables in standardized situations.



CERTIFICATES, LICENSES, REGISTRATIONS: None

OTHER SKILLS and ABILITIES:

- Willingness to work in groups.

PHYSICAL/EMOTIONAL DEMANDS: *The physical and emotional 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.*

PHYSICAL ABILITIES:

	AMOUNT OF TIME			
	None	less than 1/3	1/3 to 2/3	2/3 or more
Stand	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Walk	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sit	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Use hands to finger, handle, or feel	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Reach with hands and arms	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Climb or balance	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Stoop, kneel, crouch, or crawl	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Talk or hear	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Taste or smell	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

LIFTING REQUIREMENTS:

	AMOUNT OF TIME			
	None	less than 1/3	1/3 to 2/3	2/3 or more
Up to 10 pounds	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Up to 25 pounds	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Up to 50 pounds	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Up to 100 pounds	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
More than 100 pounds	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Item requiring lifting
1. **Systems and assemblies**

Approx. Weight
Up to 25 lbs.



VISION REQUIREMENTS:

Close vision
Color vision
Depth perception
Ability to adjust focus

WORK ENVIRONMENT/JOB CONDITIONS: *The work environment characteristics described here are representative of those an 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.*

- Standard office and manufacturing environment with moderate noise. Position may involve working with high voltage and/or laser beams.
- Overtime may be required.



NON-EXEMPT

Quality:

Is attentive to detail and accuracy, is committed to excellence, looks for improvements continuously, monitors quality levels, finds root cause of quality problems using effective problems solving skills, owns/acts on problems.

Job Knowledge:

Understands duties and responsibilities, has necessary job knowledge, has necessary technical skills, understands company mission/values, keeps job knowledge current, is in command of critical issues, demonstrates a sense of urgency in executing duties.

Customer Focus:

Builds customer confidence, is committed to increasing customer satisfaction, sets achievable customer expectations, assumes responsibility for solving customer problems, ensures commitments are met, solicits opinions and ideas from customers, responds to internal customers.

Integrity/Ethics:

Deals with others in a straightforward and honest manner, is accountable for actions, maintains confidentiality, supports company values including ethical conduct, treats others fairly and with dignity and respect, maintains good reputation of the self and the organization, acts as a responsible citizen, protects the environment and natural resources.

Work Environment/Safety:

Promotes mutual respect, keeps workplace clean and safe, supports safety programs.

Adaptability/Flexibility:

Adapts to change, is open to new ideas, takes on new responsibilities, handles pressure, adjusts plans to meet changing needs

Interpersonal Skills:

Enhances others self-esteem in interactions, utilizes empathy to build rapport, asks for help in solving problems, demonstrates good listening skills, asks clarifying questions, stays open to other viewpoints, manages distractions and interruptions, builds strong relationships across departments and divisions, operates within the organization's formal and informal structures, uses allies to build consensus and create results, is appropriately diplomatic, understands others roles and perspectives, can sell projects and ideas across the organization, is flexible/open-minded, negotiates effectively, solicits performance feedback and handles constructive criticism.

Initiative:

Tackles problems and takes independent action, seeks out new responsibilities, acts on opportunities, generates new ideas, practices self-development.

Dependability:

Meets commitments, works independently, accepts accountability, handles change, sets personal standards, stays focused under pressure, meets attendance/punctuality requirements.