

Edlund Company LLC Job Description

Job Title: Production Technician 1
Department: Fabrication
Reports To: Manufacturing Supervisor
Pay Grade: Basic Fabrication - Track 2
FLSA Status: Nonexempt

Edlund Company, through continual improvement of its Quality Management System, is committed to providing innovative, cost-effective solutions, outstanding quality, and value-added equipment that meets the ever-changing needs of a Global Foodservice marketplace.

SUMMARY

Level one Production Technicians are the foundation of the production department. There are two tracks in the level one technician development plan. Track one is focused on assembly, whereas track two is focused on fabrication. For either track roles will be diverse requiring numerous skills, functions, responsibilities and tasks. As each Technician increases their skill through cross training, thereby learning **ALL** roles in the Production Technician level one sphere (track one or track two) only then can they move onto a Production Technician Level 2.

ESSENTIAL DUTIES AND RESPONSIBILITIES – TRACK 2

- Basic fabrication including setup, operate and maintain machines/equipment (e.g. shears, brakes, punches, laser, finishing wheels, deburring, sandblasting, polishing, PEM, cast drilling, gear hob, wash, saws, mills, drills, manual lathes, presses and various other machines)
- Reads and interprets blueprints, sketches, or product specifications to determine sequence and methods of fabricating, assembling, and installing sheet metal products.
- Changes tools on powered equipment.
- Operates and conducts basic maintenance on equipment.
- Trouble shoots problems by using problem solving techniques.
- Measure basic chemicals for utilizing in equipment
- Reads blueprint or job order to determine measurements, dimensions and specifications.
- Utilize correct fixtures in conjunction with machine settings and materials.
- Verifies conformance to specifications.
- Responsible for quality including first piece and in-process inspections.
- Identify and understand tooling, fixtures, and fixture components.
- Select from a wide range of standard and indexable cutting tools, and determine the correct speeds and feeds for use on various ferrous and non-ferrous materials.
- Analyze cutting conditions and make adjustments for proper surface finish and tool wear.
- Produces high quality products by following written and oral instructions.
- Uses and understands functional gages to insure quality products.
- Reads blueprint or job order for product specifications such as hole locations and dimensions, and tooling instructions such as drilling jigs, holding fixtures, feed rates, cutting speeds, and cutting tools to be used.
- Moves controls to set cutting speeds and feed rates, and regulate flow of coolant. Engages power feed and observes machine operation.
- Handle various materials including sheet metal, raw steel, bar stock, coil steel, plastics or other nonmetallic materials.

OTHER NECESSARY FUNCTIONS

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- Must be able to perform repetitive and non-repetitive manufacturing processes efficiently and effectively.
- Must be able to follow and understand order of operations on work orders.
- Must be able to follow and understand steps and key points as described in the work instructions.
- Must be able to follow non-conforming material process, red tag non-conforming parts and participate in MRB reviews as needed.
- Understand the concept of one piece flow and lean manufacturing.
- Understand the importance of minimizing sub-assembly (keeping WIP to bare minimum)
- Desire to learn new skills
- Take pride in workmanship
- Work with a sense of urgency.
- Knowledge of basic inspection equipment such as: Vanier Calipers, Micrometers, Test indicators, etc.
- Uses and understands functional gages to insure quality products.
- Produces quality products by following written and oral instructions.
- Meet basic standard production rate, and continually improve efficiency.
- Provide feedback to refine and improve processes on an ongoing basis.
- Must be able to multi-task by running multiple machines or doing multiple tasks.
- Excellent interpersonal / communication skills.
- Ability to get along with others, be punctual, and follow instruction.
- Ability to work flexible hours as needed including job rotation and/or overtime.
- Ability to uphold Safety standards,
- Participate in continuous process improvements daily on the job,
- Follow Manufacturing best practices.
- Follow all policies, procedures, ergonomic standards and safety requirements directed by Edlund Company and the department.
- Perform other duties as requested by management.

Education and/or Experience

High school education or equivalent; and/or up to three years related experience or training in a manufacturing environment; or equivalent combination of education and experience.

REQUIRED COMPETENCIES AND APTITUDES:

- Excellent organizational and customer service skills.
- Ability to positively and comfortably handle and prioritize multiple tasks in a fast-paced environment with focused attention to detail.
- Ability to portray and contribute to a positive work culture every day.
- Self Confidence to lead by example, question processes and contribute to continuous improvement.
- Self-motivated positive team player with ability to train and interact with individuals at all levels.
- Ability to make independent decisions in accordance with company policy.
- Strong analytical skills and the ability to propose positive business solutions to problems.
- Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.
- Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume.

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- Ability to learn and apply concepts of basic algebra and geometry.
- Ability to learn to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.
- Ability to learn to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.
- Ability to keep accurate records.

PHYSICAL DEMANDS:

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.

- Frequently required to stand; walk; use hands to finger, handle, or feel; and reach with hands and arms (67% - 100% of the workday).
- Frequently required to do repetitive work (67%-100% of the workday).
- Regularly required to walk, talk and hear.
- Occasionally required to type.
- Regularly must lift and/or move up to 50 pounds.
- Occasionally lift and/or move up to 100 pounds.
- Specific vision required includes close, peripheral, and distance vision, as well as color vision and depth perception.
- Ability to adjust focus.
- Position is regularly exposed to moving mechanical parts.
- Regularly exposed to wet and/or humid conditions.
- The noise level in the work environment is usually loud.
- Regularly exposed to moving mechanical parts and fumes or airborne particles.