

Job overview
<p><b>Core Responsibilities</b></p> <p>Responsible for heat treatment, degreasing parts, oil dipping, utilizing heat treat ovens, and deburring parts, according to company and customer requirements, ensuring quality standards are consistently met, using safe practices and producing at the appropriate rate for the job.</p> <p><b>Day-to-Day Responsibilities</b></p> <ul style="list-style-type: none"> <li>• Reads blue prints and uses a computerized system for product movement</li> <li>• Operates necessary machines/equipment related to the assigned manufacturing process including: heat treatment, degreasing parts, oil dipping, utilizing heat treat ovens, and deburring parts</li> <li>• Inspects the product quality throughout each step of the process</li> <li>• Follows the Supervisors /Managers direction for movement of all products that fail to meet appropriate specifications/rejected products</li> <li>• Participates in cross departmental work production based on business needs</li> <li>• Learns and upholds defined quality standards to ensure maximum customer satisfaction and optimize work efficiency</li> <li>• Strives to achieve team and individual specified production targets</li> <li>• Provides complete, accurate documentation when required</li> <li>• Communicates clearly with teammates and supervisors regarding all aspects of the job</li> <li>• Reports problems that arise with machines, materials, jobs, or team members; and offers solutions where possible within the scope of the duties of the job</li> <li>• Learns and follows Smalley requirements for employee safety, product quality, and productivity</li> <li>• Adheres to safe work practices in a continuous improvement environment including: appropriate Personal Protective Equipment (PPE), participation in mandatory safety training, and reports any concerns immediately</li> <li>• Keeps workspace clean and organized to maximize safety and productivity by adhering to Smalley's 6S process</li> <li>• Participates in ongoing training, educational meetings, and daily communication meetings</li> <li>• Responsible for reviewing all applicable departmental policies and procedures</li> </ul>

Expectations
<p><b>Experience &amp; Background</b></p> <ul style="list-style-type: none"> <li>■ Experience working in a manufacturing or related environment</li> </ul> <p><b>Knowledge/Expertise</b></p> <ul style="list-style-type: none"> <li>■ Mechanical experience including: operation of high speed automatic and semi-automatic equipment</li> <li>■ Experience troubleshooting production equipment and ability to identify machine problems preferred</li> <li>■ Pass required exam of basic math and English</li> </ul> <p><b>Competencies</b></p> <ul style="list-style-type: none"> <li>■ Building &amp; Supporting Teams</li> <li>■ Championing Customer Needs</li> <li>■ Communicating Effectively</li> <li>■ Supporting Change &amp; Innovation</li> <li>■ Dependability</li> <li>■ Initiative</li> <li>■ Job Skills</li> <li>■ Productivity</li> <li>■ Quality of Work</li> <li>■ Workplace Safety</li> </ul>

Work Environment
<p>This job operates in a manufacturing environment and employees are required to wear personal protective equipment such as steel-toed shoes, safety goggles and hearing protection.</p> <p>Regular, predictable attendance is required.</p> <p><i>Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions</i></p> <p><b>Physical Demands</b></p> <p>While performing the duties of this job, the employee is:</p> <ul style="list-style-type: none"> <li>• Regularly required to stand, talk and hear</li> <li>• Frequently is required to walk and use hands to handle, or feel objects, tools or controls</li> <li>• Occasionally required to sit, reach with hands and arms, climb or balance and stoop, kneel crouch or crawl</li> <li>• Regularly lift and/or move up to 10 pounds, frequently lift and/or move up to 25 pounds, and occasionally lift and/or move up to 50 pounds</li> </ul> <p>Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus</p> <p><b>Classification</b></p> <ul style="list-style-type: none"> <li>■ <b>Job code:</b> {SSK706}</li> <li>■ <b>FLSA Status:</b> Hourly</li> <li>■ <b>Department:</b> 140 Finishing</li> <li>■ <b>Reports To:</b> Finishing Supervisor</li> </ul> <p><b>Scope of Responsibilities</b></p> <ul style="list-style-type: none"> <li>■ Individual Contributor</li> </ul>

# Finishing Operator 1

6/4/2020

\*This summary job description is not designed to cover all activities, duties or responsibilities that are required of the employee

\*Duties, responsibilities and activities may change or new ones may be assigned

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Employee Full Name \_\_\_\_\_

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