



JOB DESCRIPTION

Job Title: Production Worker
Department: Warehouse
Reports to: Warehouse Manager
FLSA Status: Non-Exempt
Last Updated: 5/31/2022

JOB SUMMARY

As a Warehouse Production Worker, you will be an important member of the team who builds our products. Your primary job will be building finished goods from raw materials in accordance with company procedures. You will prepare and assemble products quickly and carefully to ensure deadlines and high-quality control standards are consistently met. Your goal is to maintain proper inventory levels of finished goods to increase efficiency, profitability, and customer satisfaction.

YOUR ESSENTIAL DUTIES AND RESPONSIBILITIES WILL BE:

- Preparing raw materials for assembly
- Drilling holes in aluminum using a standard drill press
- Cutting aluminum components as needed using a standard miter saw
- Cleaning and prepping aluminum pipes for adhesive application
- Applying DOT reflective tape and stickers to aluminum pipes
- Preparing, assembling and packaging small components and installation kits
- Assembling finished products per manufacturer instructions
- Wrapping, packaging, and labeling finished goods to be entered into inventory
- Assisting Shipping Manager as needed
- Picking, unloading and counting products received; comparing totals to pack list.
- Noting any overage, shortage or damages on pack list and reporting to delivery driver and supervisor on duty.
- Labeling incoming products and storing in appropriate bins or storage area.
- Performing inventory controls and keeping quality standards high for audits
- Reporting any inventory or receiving discrepancies to Shipping Manager
- Maintaining a clean and safe working environment
- Cleaning, maintaining, and inspecting all workspace areas daily, including outside shipping and storage areas. Tagging and reporting safety issues to supervisor on duty
- Operating and maintaining warehouse machinery and equipment in a safe manner
- Using proper PPE as appropriate for the task being performed including hard hat, safety glasses, ear plugs, gloves, safety shoes, back support, etc.
- Communicating and cooperating with supervisors and coworkers
- Other duties may be assigned as needed

QUALIFICATIONS & REQUIREMENTS:

To perform this job successfully, you must be able to perform each essential duty satisfactorily. The requirements listed on the following page are representative of the knowledge, skill, and/or ability needed to perform this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions of the job.

Education, Experience, Knowledge:

- High School Diploma or equivalent
- Forklift certification a plus

Job Requirements:

- Must be able to read and comprehend simple instructions, safety rules, operating and maintenance instructions, and procedure manuals. Spanish a plus
- Must be able to add and subtract two-digit numbers
- Must be able to multiply and divide by 10’s and 100’s.
- Must be able to perform operations using standard units of American weight measurement, volume, and distance.
- Must be able to apply common sense understanding to carry out simple one or two-step instructions.
- Must be able to safely use all machines and hand tools necessary for our production and maintenance processes, including but not limited to drill press, miter saw, air compressor, grinder, soldering iron and other standard hand tools.
- Reliable transportation and punctuality a must

Physical Requirements:

- Must be able to lift up to 50lbs for loading and unloading tasks, not to exceed 1/3 of the day.
- Must be able to perform the following activities for extended periods, 2/3 of the day or more:
 - Standing
 - Walking
 - Lifting
 - Reaching with hands and arms
 - Looking down at work items on a table
 - Using hands to finger, handle, or feel
 - Talking or hearing

Environmental Conditions

- Must be able to work in a non-A/C environment for more than 2/3 of the day
- Noise level is moderate to loud

Work Hours

- Monday-Friday 8:30-5:00

Supervision

- Reports to Production Supervisor

Compensation

- Full time hourly with time card reporting
- Hourly wage \$13 to start – raise to \$14 after 90 days

Benefits: *Eligible after successful completion of 90-day probationary period.*

- PTO
- Holidays
- Medical/Dental/Vision/Life

My signature below constitutes my understanding of the requirements, essential functions, and duties of the position I am applying for.

Employee Signature

Date

HR Signature

Date