

Production Associate

This job description outlines main accountabilities of the position; it does not encompass specific tasks that an employee will be required to perform. Employees are expected to follow any other job-related instructions and job-related duties as may be reasonably assigned by his/her supervisor.

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| <i>Summary:</i> | The Production Associate is responsible for various shop floor production assignments. This position is also responsible to ensure that product quality standards and deliveries are met. The Production Associate is expected to work independently or in a team environment. |
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| <i>Key Accountabilities:</i> | <ol style="list-style-type: none">1. Responsible to perform assignments in accordance with established work orders and standards and in compliance with established safety policies and procedures.2. Responsible to read and interpret fabrication drawings including fluency with abbreviations, symbols and tolerances.3. Responsible to fabricate, machine both small and large fabrications and assemblies.4. Responsible to operate all job-related equipment and handle/process materials as required. |
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| <i>Decision Making and Autonomy</i> | <ul style="list-style-type: none">• Makes decisions and recommendations within established guidelines; any matters beyond this scope would be presented to the Manufacturing Supervisor or his designate for consideration.• Exercises independent judgment in carrying out production duties. |
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| <i>Supervision Required / Exercised</i> | <ul style="list-style-type: none">• Reports to Manufacturing Supervisor or his designate. |
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| <i>Educational/ Experience Requirements</i> | <ul style="list-style-type: none">• 2 years of relevant experience |
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| <i>Competencies</i> | <ul style="list-style-type: none">• High level of mechanical aptitude• Interpretation and use of measuring devices• Excellent interpersonal and organizational skills• Professional, business like conduct• Oral and written communication skills• Basic math and computer skills required |
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