

# First State Manufacturing Inc.

## Position Description

**Division & Department:** Production

**Name of Incumbent:**

**Job title:** Production Technician

**Reports to:** Production Supervisor      **Title:** Production Supervisor

**Level/Grade:**

NE1 - NE4

**Type of position:**

Full-time, Non-Exempt

**Hours** 40 /week

**Salary**  
X **Hourly**

**General Description:** Production Technicians are responsible for, but not limited to, reporting to various production floor works areas where numerous job functions are performed.

**Primary Activities:**

Production:

- Works with the upholstery team gluing, cutting, grinding, cleaning, packing, painting, and or upholstering product.
- Works with Cutting Department team marking, counting, and bundling parts.
- Works with Cutting Department team operating various cutting machines, the electronic, and the hydraulic pallet jacks.
- Completes a daily report on what jobs he or she has worked on over the course of the production day.
- May be assigned to stencil, sear, pack, install hardware or heat-weld at any given time during the production day.
- Is responsible to perform any "production" related duties as directed by production management/ supervisors.

Quality Assurance:

- Works with Quality team to help pack product for shipment.

Other duties as assigned and reviewed during interview and first day of employment.

Check in with assigned mentor on a weekly basis,

**Work experience Required:**

**Education or Training Required:**

**Approved by:**

1<sup>st</sup> Level Supervisor: \_\_\_\_\_ Title:

2<sup>nd</sup> Level Supervisor: \_\_\_\_\_ Title:

**Date:**