



Date: August 22, 2017

Classification: Non-exempt

Compensation: To be determined

Reports to: Production Supervisor

Location: Designetics, Inc., Holland, OH

Job Title: Production

Job Purpose

Designetics, Inc. designs and manufactures fluid application products that are customized to clients' processes. For the production position, the ideal candidate would enjoy being a part of the process of making fluid applicators. As long as you meet the qualifications for the position and are eager to learn about our process, we will teach you the rest.

About You

- You are self-motivated.
- You like working individually and as a team to accomplish goals.
- You enjoy detail work and tasks that require precision.
- You take projects on as your own.
- You love to learn.

Qualifications

- Fluent and literate in English.
- Able to constantly pay attention to detail.
- Willing to work through a temporary agency during a trial period.
- Reliable daily transportation.
- Ability to:
 - Follow written and verbal instruction in English
 - Write legibly in English
 - Read a ruler in both millimeters and inches
 - Work with a sense of urgency as a self-motivated individual

Essential Functions

Production employees and temporary employees could be asked to work in the following areas as needed.

- Assembly
 - Train and become competent on all parts assembled.
 - Complete quality inspections to ensure adherence to product specification.
 - Follow assembly instructions, specifications, and parts list to ensure that parts, materials, and tools are correct.
- Sealing
 - Maneuver small hand-held and stationary automated tools to assemble fluid application systems.
- Operating numbering machine
 - Enter information into computer software.
 - Operate inkjet numbering machine by placing parts onto track.
 - Inspect numbered product to insure accuracy and adherence to written and verbal instruction.
 - Perform regularly scheduled inkjet machine maintenance.
- Sewing
 - Operate a sewing machine to secure parts.

- Sew parts manually with needle and thread.
- General responsibilities
 - Abide by all procedures according to measurement and product conformity.
 - Create a work area that is error free to prevent rework at any point.
 - Maintain a clean work area.
 - Willing and able to work overtime as needed.

Supervisory Responsibility

This position has no supervisory responsibilities.

Work Environment

This job operates in a manufacturing production environment. This role sometimes uses standard office equipment such as computers and photocopiers.

While performing the duties of this job, the employee is occasionally exposed to moving mechanical parts. The noise level in the work environment is usually moderate. However, on some instances this job may require work in areas where ear protection is suggested.

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.

- Able to lift up to 25 pounds (infrequent).
- Proper vision - able to fully view close and distant objects.
- Manual dexterity in order to assemble small parts (that may only measure a couple millimeters in length/width).
- Finger nails must be trimmed to a reasonable length to ensure ability of use when grabbing and adjusting felt.
- Comfortable with sitting or standing for long periods of time.
- Able to look down for extended periods of time.
- Able to repetitively push down and apply pressure on machine components or manual tools.
- Able to occasionally bend, squat, kneel, twist, and turn.

Position Type/Expected Hours of Work

This is a full-time position and general hours of work are from Monday through Friday, 7:00 a.m. to 3:30 p.m. Overtime may vary but is generally from 5 a.m. – 3:30 p.m.

Work Authorization

Designetics, Inc. will only accept applications from individuals authorized to work in the United States for any employer without sponsorship.

Other Duties

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

Benefits (For Full Time Employees)

- Health, dental, eye, and life insurance
- Paid holidays
- Paid vacation
- 401(k)