



JOB TITLE: Machine Shop Support Agent
EMPLOYER: Global Precision Manufacturing LLC
DEPARTMENT: Machine Shop
REPORTS TO: Machine Shop Supervisor
EFFECTIVE DATE: 5/10/2022
WAGE: \$18-\$23 hourly DOE

SUMMARY: This role is to perform general duties in a manufacturing environment. Duties include operating basic hand tools, assisting machine operators and welders, raw material saw operations, parts cleaning, parts deburring, parts packaging, inventory cycle counting, light assembly functions & kitting of manufacturing components. Housekeeping and material handling are also components of this position.

DUTIES AND RESPONSIBILITIES:

- Handle Materials – within the shop and outdoors as required.
- Operate equipment as described in company procedures including, but not limited to metal cutting saws, drills, material handling equipment & grinders.
- Clean piece parts and finished assemblies per shop and order requirements.
- Package piece parts and finished assemblies per shop and order requirements.
- Perform work safely and follow established work procedures
- Stacks and assembles materials.
- Performs cycle counts
- Assists machine operators as needed by lifting heavy objects by hand or by use of power hoist.
- Performs other related duties as assigned by management.

QUALIFICATIONS:

- No prior experience or training.
- High school diploma or general education degree (GED), or one to three months related experience and/or training, or equivalent combination of education and experience.
- Computer skills required: Basic computer skills required for clocking into and out of work orders.
- Other skills required:
 - Basic reading and writing skills
 - Knowledge and respect of shop safety
 - Able to perform physically demanding work
 - Ability to communicate orally

COMPETENCIES:

- **Attendance/Punctuality** - Is consistently at work and on time; Ensures work responsibilities are covered when absent; Arrives at meetings and appointments on time.
- **Dependability** - Follows instructions, responds to management direction; Takes responsibility for own actions; Keeps commitments; Commits to long hours of work when necessary to reach goals; Completes tasks on time or notifies appropriate person with an alternate plan.
- **Initiative** - Volunteers readily; Undertakes self-development activities; Seeks increased responsibilities; Takes independent actions and calculated risks; Looks for and takes advantage of opportunities; Asks for and offers help when needed.
- **Oral Communication** - Speaks clearly and persuasively in positive or negative situations; Listens and gets clarification; Responds well to questions; Demonstrates group presentation skills; Participates in meetings.
- **Professionalism** - Approaches others in a tactful manner; Reacts well under pressure; Treats others with respect and consideration regardless of their status or position; Accepts responsibility for own actions; Follows through on commitments.
- **Safety and Security** - Observes safety and security procedures; Determines appropriate action beyond guidelines; Reports potentially unsafe conditions; Uses equipment and materials properly.

PHYSICAL DEMANDS AND WORK ENVIRONMENT:

- Continually required to stand
- Continually required to walk
- Occasionally required to sit
- Continually required to utilize hand and finger dexterity
- Occasionally required to bend, stoop, or kneel
- Frequently required to talk or hear
- Frequently work near moving mechanical parts
- While performing the duties of this job, the noise level in the work environment is usually moderate to loud
- The employee must frequently lift and /or move more than 25 pounds
- Specific vision abilities required by this job include: Depth perception and ability to adjust focus

The above is intended to describe the general content of and requirements for the performance of this job. It is not to be construed as an exhaustive statement of duties, responsibilities or physical requirements. Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.