



TRU-STONE TECHNOLOGIES DIVISION

## Production Associate I

**Department:** All Business Units

**FLSA Status:** Non-exempt

**Work Schedule:** Monday-Friday

**Job Status:** Full Time

**Reports To:** Unit Manager

**Amount of Travel Required:** 0%

### POSITION SUMMARY

Prepare and perform operations to product such as setting inserts, hand polishing, inspecting product to print requirements, detailing work-pieces as required. Prepare and package finished products for shipment as required. Monitor products on a continuous basis to ensure products are of prescribed quality and meet both Customer and Company expectations, requirements and standards.

### ESSENTIAL FUNCTIONS

- ◆ Follow established work procedures, and perform work assignments as required to meet all Starrett, Tru-Stone safety, quality and production goals.
- ◆ Study blueprints, work orders, and instructions to determine product specifications and requirements.
- ◆ Lift and position work-pieces, manually or with hoists, and secure them on tables or stands. Operate or tend tools that remove material on work-pieces.
- ◆ Measure work-pieces and progress of work, using measuring devices.
- ◆ Assist in the inspection and measurement of work-pieces to determine conformance to specifications.
- ◆ Set inserts in work-pieces using best practices to ensure quality requirements are met.
- ◆ Hand polish surfaces or components as required to meet specifications.
- ◆ Assist in performing operations using manual equipment to maintain production requirements of the area.
- ◆ Assist in preparing and packaging finished product as required to meet delivery schedule.
- ◆ Maintain current knowledge of the quality controls and stay current on literature and procedures pertaining to the area as provided by Unit Manager.
- ◆ Maintain a safe, clean and organized working environment.
- ◆ Maintain all tools and inspection equipment per established procedures and requirements.
- ◆ Supports Operational Excellence and other continuous process improvement programs as needed.

### POSITION QUALIFICATIONS

#### Competency Statement(s)

- ◆ Accountability - Ability to accept responsibility and account for his/her actions.
- ◆ Accuracy - Ability to perform work accurately and thoroughly.
- ◆ Communication - Ability to communicate clearly and concisely both written and oral.
- ◆ Decision Making - Ability to make critical decisions while following company procedures.
- ◆ Reliability - The trait of being dependable and trustworthy.
- ◆ Technical Aptitude - Ability to comprehend complex technical topics and specialized information.

## **Education**

High school diploma or equivalent

## **Experience**

Less than 1 year related experience

## **Knowledge**

- ♦ Mechanical - Knowledge of machines and tools, including their uses and maintenance.
- ♦ Production and Processing - Knowledge of raw materials, production processes, and other techniques for maximizing the effective manufacture and distribution of goods.
- ♦ Basic blueprint knowledge.
- ♦ Mathematics - Knowledge of basic arithmetic, geometry, statistics, and their applications.

## **OTHER REQUIREMENTS**

- ♦ Initiate and coordinate inventory and cost control programs.

## **PHYSICAL DEMANDS**

<b>Physical Abilities</b>		<b>Lift /Carry</b>	
Stand	C	10 lbs or less	O
Walk	C	11-20 lbs	O
Sit	O	21-50 lbs	O
Handling / Fingering	C	51-100 lbs	N
Reach Outward	F	Over 100 lbs	N
Reach Above Shoulder	F		
Climb	O	<b>Push/Pull</b>	
Crawl	O	12 lbs or less	O
Squat or Kneel	O	13-25 lbs	O
Bend	O	26-40 lbs	O
		41-100 lbs	O (with assistance)

**N (Not Applicable)** Activity is not applicable to this occupation.

**O (Occasionally)** Occupation requires this activity up to 33% of the time (0 - 2.5+ hrs/day)

**F (Frequently)** Occupation requires this activity from 33% - 66% of the time (2.5 - 5.5+ hrs/day)

**C (Constantly)** Occupation requires this activity more than 66% of the time (5.5+ hrs/day)

## **Other Physical Requirements**

Vision: Near, Distance, Color, Peripheral

Ability to wear Personal Protective Equipment: Steel Toe Boots, Protective Hearing and Eyewear, Clean Room attire.

## **WORK ENVIRONMENT**

105,000 square foot, environmentally controlled manufacturing facility utilized for precision granite, ceramic, carbon fiber and other medium used in precision metrology applications to manufacture custom precision granite machine bases and accessories.

## **ACCEPTANCE STATEMENT**

I have carefully read, understand, and accept the job description, including the qualifications, requirements, and physical demands, with or without reasonable accommodation, of the position of Production Associate I at Starrett, Tru-Stone Technologies. I certify that I can and will perform the essential functions of the position. Management reserves the right to change job responsibilities, duties and hours as needs prevail. This document is for management communication only and does not indicate a written or implied contract of employment.

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Employee's Signature

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Date

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Supervisor's Signature

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Date

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Human Resource Manager's Signature

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Date

The company has reviewed this job description to ensure that essential functions and basic duties have been included. It is not intended to be construed as an exhaustive list of all functions, responsibilities, skills and abilities. Additional functions and requirements may be assigned by supervisors as deemed appropriate.