



TRU-STONE TECHNOLOGIES DIVISION

Production Finisher I

Department: Assigned Business Unit

Job Status: Full Time

FLSA Status: Non-Exempt

Reports To: Unit Manager

Work Schedule: Monday - Friday

Amount of Travel Required: 0%

POSITION SUMMARY:

Finish product using lapping plates or automated equipment. Clean and prepare 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.
- ◆ Basic understanding of blueprints, work orders, or instructions to determine product specifications, requirements, and operational sequences.
- ◆ Lift and position work-pieces, manually or with hoists, and secure them on tables or stands.
- ◆ Set up, operate, or tend tools that remove material on work-pieces.
- ◆ Observe operations to detect any problems, and assist in making necessary adjustments to correct problems.
- ◆ Measure work-pieces and progress of work, using precision measuring devices.
- ◆ Assist in inspection or measurement of finished work-pieces to determine conformance to specifications, using measuring instruments such as levels, height gages, amps, Mikrokator, repeat reading gage, Pentaprism, lasers or autocollimators.
- ◆ Maintain a safe, clean and orderly working environment.
- ◆ Maintain all tools and ensure proper working order of inspection equipment per established procedures and requirements.
- ◆ Supports Operational Excellence and other continuous improvement programs as needed.

POSITION QUALIFICATIONS:

Education

High School diploma or equivalent

Experience

Knowledge of precision measuring equipment

At least 6 months actual experience

OTHER REQUIREMENTS

- ◆ Review processing schedules and production orders concerning duty assignments.
- ◆ Mechanical - Knowledge of inspection tools, including their uses and maintenance.
- ◆ Mathematics - Knowledge of arithmetic, algebra, geometry, statistics, and their applications.
- ◆ Information Ordering - The ability to arrange things or actions in a certain order or pattern according to a specific rule or set of rules (e.g., patterns of numbers, pictures, and mathematical operations).

- ◆ Accurate - Ability to perform work accurately and thoroughly.
- ◆ Communication - Ability to communicate both written and orally clearly and concisely.
- ◆ Reliability - The trait of being dependable and trustworthy.
- ◆ Visualization - The ability to imagine how something will look after it is moved around or when its parts are moved or rearranged.

PHYSICAL DEMANDS

Physical Abilities

Stand	C
Walk	C
Sit	O
Handling / Fingering	C
Reach Outward	C
Reach Above Shoulder	F
Climb	O
Crawl	O
Squat or Kneel	O
Bend	F

Lift /Carry

10 lbs or less	F
11-20 lbs	F
21-50 lbs	F
51-100 lbs	O (Occasionally with assistance)
Over 100 lbs	O (Occasionally with assistance)

Push / Pull

12 lbs or less	F
13-25 lbs	F
26-40 lbs	F
41-100 lbs	O (Occasionally 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 and Peripheral
- ◆ Manual Dexterity - The ability to quickly move your hand, your hand together with your arm, or your two hands to grasp, manipulate, or assemble objects.
- ◆ Ability to wear Personal Protective Equipment: Steel Toe Boots, Protective Hearing and Eye wear

WORK ENVIRONMENT

90,000 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 Finisher 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.

Employee's Signature

Date

Supervisor's Signature

Date

Human Resource Manager's Signature

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.