



JOB TITLE: Production Team Member

DEPARTMENT: Cutting

SUPERVISOR: Team Lead/Operation Manager Grade: B

FLSA: Non-Exempt Job Status: Full Time Safety Sensitive Position

Job Duties & Responsibilities: Include the following, as well as other duties that may be assigned.

Assist Lead/operations manager in all functions of production to reach company defined objectives. Responsible for accomplishing daily production goals and moving to cutting areas as needed based on daily demand and staffing needs.

What You Will Be Doing:

- Able to step in to run all primary equipment in the department.
- Identify methods to reduce scrap and improve efficiencies.
- Use saws as needed to accurately cut product per drawing requirements.
- Proactive approach to solve system/inventory related issues.
- Fill-in where needed when short staffed.
- Communicate effectively with other employees and departments regarding daily operations, problems, schedule, orders, and completion of items.
- Operate drills and punch presses.
- Order materials as needed per Backflush process.
- Read and review Navision production reports, product structures and drawings.
- Follow company policies: GMi Core Values, 6 "S", and Safety/Quality procedures and standards.
- Responsible for maintaining clean work stations throughout operations.
- Use and understand measuring devices.
- Work company assigned hours for the position and additional hours if needed (regular and predictable attendance).
- Other duties as assigned.

Qualifications: Must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education & Experience:

High School Diploma or GED required and additional education preferred. A minimum of two years of manufacturing experience preferred. Mechanically inclined and experience running machinery is a plus but not required.

Knowledge and Competencies: The following key competencies represent qualities, traits and behaviors that a successful employee will exhibit. This list is not exhaustive, as other qualities, traits and behaviors are desired:

