



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:

- Excellent communication ability to follow through on requests for information and select appropriate responses; good listening skills, paying attention to others' communications to ensure understanding; seeking input and showing a genuine interest in others' opinions, facilitating and sharing information within department and across departments.
- Positive/optimistic – Can do, make things happen attitude (genuinely believe the organization can accomplish a lot while managing to a conservative budget and resource allocation).
- Self-motivated and curious (motivate others to achieve company and individual goals)
- Computer literate (and actively using) and ability and willingness to learn how to use company software for reporting and data analysis
- Ability to read and comprehend product assembly drawings and procedures and assist others.
- Customer centric – Recognizing and promoting the importance of meeting customer needs – both inside and outside the organization. Resolving internal issues with sensitivity and cooperation.
- Ability to use good judgment when making decisions (maintaining professionalism and emotional composure).
- Ability to problem-solve and troubleshoot, identifying problems immediately and working collaboratively with team mates to effectively resolve.
- Conflict management – understand the inevitability of conflict and working to resolve with sensitivity and tact, listening and seeking to understand and facilitating the resolution between parties.
- Organizational commitment – Supporting management and organizational decisions.

Certificates, Licenses, Registrations: NA

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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential function.

While performing the duties of this job, the employee is regularly required to use hands to finger, handle, or feel. The employee frequently is required to walk, stand, climb/balance, and talk or hear. The employee is regularly required to stoop, kneel or crouch. The employee frequently lifts up to 25 pounds and may occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to focus.

Work Environment: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

This position is in a manufacturing production plant environment where the temperature may vary hot or cold. The typical noise level is loud. Exposure to vibration, fumes or airborne particles, and moving mechanical parts.

I, the undersigned, have read and understand the duties and responsibilities of this position.

Employee Signature _____ Date _____

Supervisor/Witness Signature _____ Date _____

This job description does not constitute a contract of employment nor alter my status as an at-will employee. I have the right to terminate my employment at any time for any reason, and the Company has a similar right.
 1/28/21 GMi is an Equal Opportunity Employer