

JOB DESCRIPTION
Production Control Team Member

Department: Production Control
FLSA Status: Non-Exempt

Job Status: Full-Time
Reports to: Team Leader

Date: November 30, 2008

POSITION SUMMARY

Maintains constant flow of operations through effective material handling and delivery to each operation in a mass/high volume production environment. Operate various types of motorized and manual equipment (pallet jack, carts, etc.) for the purpose of delivery, moving and removing of raw materials, WIP, finished goods, etc. Ensures that parts shortages do not occur on the production line.

ESSENTIAL DUTIES and RESPONSIBILITIES

- Transports raw materials, Work in Progress (WIP), and finished goods from between production control area to manufacturing area.
- Must communicate with manufacturing team members and team leaders in order to maintain even flow of materials.
- Using production plan as a base to creating average # of parts needed per hour.
- Receives raw materials and moves raw materials to temporary storage.
- Maintain and control of packaging materials.
- Transfers completed parts (in-house logistics) to finished goods areas/dunnage areas.
- Prepares finished goods and other materials for shipping.
- Maintain and control of dunnage, including sending and receiving, and washing and storage of returnable dunnage.
- Must perform preventative maintenance and routine machine checks.
- Participate in a teamwork atmosphere and contribute to various continuous improvement projects and processes.
- Recognize and define problems, collect data, and assist TL in developing conclusions.
- Other duties as required.

POSITION QUALIFICATIONS

- Must be able to coordinate multiple tasks in a fast-paced environment.
- Receptive to training and performing functions in multiple areas.
- Ability to use thinking and reasoning skills to solve a problem.
- Calculate figures and amounts using whole numbers and decimals.
- Must possess knowledge of basic machining and have ability to apply concepts.
- Ability to read and follow work instructions, procedures and policies.
- Maintain a clean, organized and safe work environment; responsible for proper waste disposal.
- Must possess the ability to perform at required production standards.
- Must be able to successfully function within a team environment and be able to adapt to change.
- Communicate effectively with others using both oral and written communication skills.
- Keen vision and mental alertness is required.
- Must be able to safely operate motorized equipment.
- Ability to work independently with minimal supervision.
- Ability to pay attention to the minute details of a project or task.
- Ability to be truthful and be seen as credible in the workplace.
- Ability to recover from, or adjust to, misfortune or setbacks.
- Ability to be internally inspired to perform a task to the best of one's ability using his or her own drive or initiative.
- Ability to comprehend complex technical topics and specialized information.
- Ability to complete assigned tasks under stressful situations.

EDUCATION

High School Graduate or General Education Degree (GED) required.

EXPERIENCE

Experience in high volume manufacturing in the automotive industry preferred.

COMPUTER SKILLS

Ability to operate computerized equipment is required.

CERTIFICATES & LICENSES

Certificates or diplomas from an accredited college or skill center in machining or machine tool manufacturing highly desired.

OTHER REQUIREMENTS

Solid work history and willingness to successfully function in a team environment.

WORK ENVIRONMENT

This position is required to work in manufacturing environment facility. While performing the duties of this job, the employee is frequently exposed to work near moving mechanical parts; toxic or caustic chemicals and risk of electrical shock. The employee is occasionally exposed to fumes or airborne particles; extreme heat (non-weather) and vibration. The noise level in the work environment is usually moderate.

PHYSICAL DEMANDS – See Physical Demands Description

OTICS USA, Inc. 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.