



JOB DESCRIPTION

JOB TITLE: *Production Associate*

DEPARTMENT: *Panel Plant*

SUMMARY: Operate assigned production line, help sustaining TWI trained operators and be actively involved in achieving safety, quality and production goals. Work to continuously improve operations and department.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- ❑ Observe and follow all safety rules and regulations.
- ❑ Follow all lockout / tag out (LOTO) procedures, when required.
- ❑ Ability to follow instruction and retain information in a variety of positions.
- ❑ Read and understand putty color charts, material grades, production lists by area and load tickets.
- ❑ General housekeeping in immediate area.
- ❑ Support all 5S and Kaizen programs.
- ❑ Must support the team in achieving all Safety, Production and Quality goals.
- ❑ Other duties as assigned by the Supervisor.
- ❑ Basic computer skills.

QUALIFICATIONS:

To perform this job successfully you must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required.

EDUCATION and/or EXPERIENCE:

- ❑ High school diploma or equivalent preferred.

LANGUAGE SKILLS:

- ❑ Ability to read, comprehend and interpret documents such as safety rules, safety signs and devices.
- ❑ Ability to communicate in a clear and concise manner

MATHEMATICAL SKILLS:

- Basic addition, subtraction, multiplication and division.

REASONING ABILITY:

- Ability to understanding and carry out detailed written and oral instructions.

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.

AMOUNT OF TIME	None	1/3	Under 1/3-2/3	Over 2/3
Stand				X
Walk				X
Sit	X			
Use hands				X
Reach with hands and arms				X
Climb or balance		X		
Stoop, kneel, crouch or crawl		X		
Talk or hear				X

AMOUNT OF TIME	None	1/3	Under 1/3 – 2/3	Over 2/3
Ability to lift:				
Up to 10 pounds			X	
Up to 25 pounds			X	
Up to 50 pounds			X	
Up to 100 pounds	X			
More than 100 pounds	X			

WORK ENVIRONMENT:

- Use of personal protective equipment is required at all times. (Hearing protection and safety glasses)
- High noise, dust & traffic (pedestrian and jitney).
- General mill environment.