



JOB DESCRIPTION: Full-Time Support

Desired Expertise: Basic mathematical skills

Minimum Education: None

Location: Edgerton, Ohio

Employment Type: Full-Time, Non-Exempt

Work Schedule: Regular work schedule may vary depending on shift and overtime requirements.

- 1st shift regular hours are 7:00 a.m. – 3:30 p.m. (Monday – Friday)
 - May be required to start as early as 5:00 a.m. or additional hours past 3:30 p.m. as necessary.
- 2nd shift regular hours are 3:30 p.m. – 12:00 a.m. (Monday-Friday)
 - May be required to start earlier in the day, or work additional hours past 12:00 a.m. as necessary
- Must be able to work weekends as necessary.

Reports to: Supervisor / Assistant Supervisor

Supervisory Responsibilities:

- This position has no supervisory responsibilities.

Job Description:

Position Summary: This position is primarily responsible for capping, FF O-Ring, and counting parts.

Essential duties and responsibilities include the following. Other duties may be assigned.

- Other duties and responsibilities may be assigned at the Supervisor or Plant Managers discretion.

- Comply with all rules and policies defined by the Employee Handbook, as well as work instructions.
- Run all necessary machinery in designated areas.
- Practice safe work procedures, proper lifting technique.
- Understand Company Quality and Environmental Policies
- Navigate and execute ERP Programs, Document Master, and applicable computer applications
- Follow Air-Way work instructions and written procedures.
- Retrieve caps and plugs for specific jobs.
- Cap parts.
- Employees in all classifications are encouraged to submit ideas on how to improve processes and procedures.

Qualifications:

To perform this job successfully, an individual 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.

Additional requirements:

- Must exhibit basic math and reading skills
- Must be able to comprehend work instructions.
- Must be able to work in a team environment.
- Must be able to follow directions from supervision.
- Must be computer literate.

Physical Demands:

- While performing this job, the employee may sit or stand.
- The employee must have 20-20 or corrected vision to see computer screens, read printed documents, visually inspect parts for non-conformances, and detect correct fitting configurations.
- The employee must be able to frequently lift boxes of product that weigh up to 40 pounds.
- The employee is required to use hands to finger, handle or feel, and reach with hands and arms.

Working Conditions:

- This position works in a warehouse environment.
- Conditions may be warm.

Travel Requirements:

- This position has no travel requirements.

Disclaimer:

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. All personnel may be required to perform duties outside of their normal responsibilities from time to time as needed.

Employee Printed Name

Supervisor Signature / Date

Employee Signature / Date