

		Job Description:	
		Manufacturing Associate - Temporary/Intern	
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Job Title: Manufacturing Associate - Temporary/Intern

Department: Production

Reports To: Area Supervisor

FLSA Status: Non-Exempt

Position Summary: Production Temp/Interns will perform basic assembly work in the Cables, First Assembly, Board Assembly, Mechanical or Materials departments. Production Temp/Interns will be expected to learn and demonstrate basic skills and knowledge in their assigned area.

Essential Duties and Responsibilities: This may include but is not limited to the following:

- Able to read, understand and follow area Work Instructions (WI) and System Level Procedures (SLP)
- Knowledge of Standard American measuring system (SAE), metric system and ability to convert units of measure
- Identify and operate hand tools such as, pliers, screwdrivers, crimpers, hammers and cutters.
- Perform basic parts prep and/or masking and de-masking boards
- Assist with inventory cycle counts.
- Prepare kits for the production floor
- Basic cable assembly
- Basic mechanical assembly
- Perform other tasks as needed.

Supervisory Responsibilities

This job has no supervisory responsibilities.

Competencies

To perform the job successfully, an individual should demonstrate the following competencies:

Technical Skills - Pursues training and development opportunities; Strives to continuously build knowledge and skills; Shares expertise with others.

Interpersonal Skills - Remains open to others' ideas and tries new things.

Oral Communication - Listens and gets clarification; Responds well to questions.

Written Communication - Able to read and interpret written information such as announcements, work flows and procedures.

Teamwork - Balances team and individual responsibilities; Exhibits objectivity and openness to others' views; Gives and welcomes feedback; Contributes to building a positive team spirit; Puts success of team above own interests; Supports everyone's efforts to succeed.

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Motivation- Demonstrates persistence and overcomes obstacles; Measures self against standard of excellence.

Planning/Organizing - Prioritizes and plans work activities with direction from Dept. Lead; Uses time efficiently.

Professionalism - Treats others with respect and consideration regardless of their company status or position; Accepts responsibility for own actions; Follows through on commitments.

Quality- Demonstrates accuracy and thoroughness; Looks for ways to improve and promote quality; Applies feedback to improve performance; Monitors own work to ensure quality.

Quantity- Meets productivity standards; Completes work in timely manner; Strives to increase productivity; Works quickly.

Safety and Security- Observes safety and security procedures; Determines appropriate action beyond guidelines; Reports potentially unsafe conditions; Uses equipment and materials properly.

Adaptability- Adapts to changes in the work environment, ability to deal with frequent change, delays, or unexpected events.

Attendance/Punctuality- Is consistently at work and on time; Ensures work responsibilities are covered when absent; Arrives at meetings and appointments on time.

Dependability- Follows instructions, responds to management direction; Takes responsibility for own actions; Keeps commitments; Completes tasks on time or notifies appropriate person with an alternate plan.

Initiative- Asks for and offers help when needed.

Innovation- Generates suggestions for improving work.

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.

Education and/or Experience

High school diploma or general education degree (GED); or one to three months related experience and/or training; or equivalent combination of education and experience.

Language Skills

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals.

Mathematical Skills

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.

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Reasonability

Ability to apply common sense understanding to carry out detailed but uninvolved written or oral instructions. Ability to deal with problems involving a few concrete variables in standardized situations.

Computer Skills

To perform this job successfully, an individual should have general knowledge of ControlTek's ERP Database software and general computer operation.

Certificates, Licenses, Registrations

No additional requirements

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 functions.

While performing the duties of this Job, the employee is regularly required to sit and/or stand at a work bench for 8 hours a day; use hands to finger, solder, crimp, handle, or feel and reach with hands and arms. The employee is occasionally required to stand; walk and talk or hear. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, color vision, depth perception and ability to adjust 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.

While performing the duties of this Job, the employee is occasionally exposed to moving mechanical parts and risk of electrical shock. The noise level in the work environment is usually moderate.