



## Job Description

**Job Title:** Manufacturing Technician

**FLSA:** Non-Exempt

**Department:** Operations

**Date:** 4/2019

### **Position Overview :**

This position is for a manufacturing technician that will perform a variety of mechanical assembly and fabrication related tasks ranging from repetitive to non-repetitive operations on both components and assemblies. The manufacturing tasks include, but are not limited to, manual assembly, drilling, reaming, riveting, adhesive bonding, part marking (stencil application), paint touchup, and acceptance testing and packaging. The quality tasks include, but are not limited to, detailed component and assembly in-process inspection and the associated documentation.

### **Educational Requirements:**

High school diploma or equivalent.

Minimum of 5 years of experience in mechanical assembly and the associated quality functions within the aerospace and defense environment.

### **Essential Job Functions:**

- Performs manufacturing operations as specified.
- Maintains manufacturing documentation in accordance with company procedures.
- Moves materials in and out of work area as required.
- Completes all packaging operations as required.
- Maintains accurate timecard records in accordance with company procedures.
- Complies with all company and department policies and procedures.
- High level of dependability with minimal direct supervision.
- Maintains general housekeeping practices.
- Performs preventive maintenance on equipment, tools, and facility as required.
- Performs other duties as assigned.

**Job Requirements:**

- Strong mechanical aptitude.
- Proficiency in the use basic hand and power tools.
- Demonstrated capability in the use of standard measurement devices, including calipers, micrometers, height gages, etc.
- Basic knowledge of shop processes, including general workmanship, safety, material handling.
- Proficient in the interpretation of engineering drawings, work instructions, and industry specifications.
- Familiarity with the requirements associated with AS9100D.
- Basic math skills.
- Strong organization and communication skills.
- Must be able to manage and prioritize multiple tasks efficiently while maintaining all internal schedules.
- High attention to detail for both manufacturing operations and associated documentation.
- Must be comfortable in fast-paced production environment and must be a team player!

**Physical Requirements:**

Must pass drug screen. The employee is required to talk and hear. The employee is required to sit or stand for extended periods of time and use their hands and fingers. The employee is required to stand, walk, reach with arms and hands. Vision abilities required by this job include close vision. The employee is required to work with various paints, cleaners and solvents.