

# Laborer

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**Summary:** Completes processes according to established standard operating procedures (SOP's) by performing the following duties.

## **Essential Duties and Responsibilities:**

- Read, learn, understand and interpret work instructions, and other instructions written or verbal, to complete labor intensive tasks to the materials according to established guidelines and quality standards.
- Use a variety of hand and power tools following appropriate methods and procedures to complete finished products.
- Load and unload items, feed or place items onto equipment for processing.
- Inspect parts and products as necessary, during or after assembly, according to established guidelines and quality standards.
- Maintain a clean and organized work area and maintain all equipment according to established guidelines and quality standards.
- Practice problem solving and troubleshooting techniques as part of a team responsible for continuous improvement to products and processes.
- Cross train in other areas of department as needed.
- Maintain a positive work atmosphere by acting and communicating in a manner so that you get along with customers, co-workers and management.
- Continue to drive the LEAN knowledge and use the tools to identify and assist with continuous improvement.
- Comply with safety regulations and maintain clean and orderly work areas.

## **Qualifications:**

**Education:** High school diploma or general education degree (GED) required.

**Language:** Ability to read and comprehend simple instructions, short correspondence, and memos in English. Ability to write simple correspondence. Ability to effectively present information in one-on-one and small group situations to customers and other employees of the organization.

**Mathematical Skills:** Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to read blue prints and a tape measure.

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

**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. While performing the duties of this job, the employee is regularly required to stand. The employee is frequently required to walk; use hands to finger, handle or feel; reach with hands and arms and talk or hear. The employee is occasionally required to sit; climb or balance and stoop, kneel, crouch, or crawl. The employee must frequently lift and/or move up to 50 pounds.

**Work Environment:** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. While performing the duties of this job the employee is regularly exposed to moving mechanical parts. The noise level in the work environment is usually moderate.