



POWER ENGINEERING AND MANUFACTURING, LTD.

Cleaning and Deburring

Department: Production Support
FLSA Status:
Grade/Level:
Work Schedule:
1st Shift

Job Status: Full Time
Reports To: Thor Douglas
Amount of Travel Required: No travel required

POSITION SUMMARY

Remove burrs left on parts due to machine process. Operate automatic parts washer.

ESSENTIAL FUNCTIONS

- Read work orders to determine production specifications and information.
- Observe operation of equipment to ensure continuity of flow, safety, and efficient operation, and to detect malfunctions.
- Record data from operations, testing, and production on specified forms.
- Examine materials, ingredients, or products visually or with hands, in order to ensure conformance to established standards.
- Weigh or measure materials, ingredients, and/or products at specified intervals to ensure conformance to requirements.
- Clean, adjust and maintain equipment, using hand tools.
- Notify supervisors of needed repairs.
- Clean work areas.
- Transfer materials, supplies, and products between work areas, using moving equipment and hand tools.
- Load materials into machinery and equipment, using hand tools.

Reasonable Accommodations Statement

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable Accommodations may be made to enable qualified individuals with disabilities to perform the essential functions

POSITION QUALIFICATIONS

- Energetic - Ability to work at a sustained pace and produce quality work.
- Enthusiastic - Ability to bring energy to the performance of a task.
- Honesty / Integrity - Ability to be truthful and be seen as credible in the workplace.
- Interpersonal - Ability to get along well with a variety of personalities and individuals.
- Loyal - The trait of feeling a duty to the employer.
- Patience - Ability to act calmly under stress and strain, and of not being hasty or impetuous.
- Problem Solving - Ability to find a solution for or to deal proactively with work-related problems.

SKILLS & ABILITIES

Education: High School Graduate or General Education Degree (GED)

Experience: No prior experience necessary

Computer Skills: Basic Computer Knowledge

Physical Demands

Stand	F (Frequently)
Walk	F (Frequently)
Sit	O (Occasionally)
Handling / Fingering	F (Frequently)
Reach Outward	O (Occasionally)
Reach Above Shoulder	O (Occasionally)
Climb	N (Not Applicable)
Crawl	N (Not Applicable)
Squat or Kneel	O (Occasionally)
Bend	O (Occasionally)

Lift/Carry

10 lbs or less	F (Frequently)
11-20 lbs	F (Frequently)
21-50 lbs	O (Occasionally)
51-100 lbs	N (Not Applicable)
Over 100 lbs	N (Not Applicable)

Push/Pull

12 lbs or less	O (Occasionally)
13-25 lbs	O (Occasionally)
26-40 lbs	O (Occasionally)
41-100 lbs	N (Not Applicable)

- N (Not Applicable)** Activity is not applicable to this occupation.
- O (Occasionally)** Occupation requires this activity up to 33% of the time (0 - 2.5+ hrs/day)
- F (Frequently)** Occupation requires this activity from 33% - 66% of the time (2.5 - 5.5+ hrs/day)
- C (Constantly)** Occupation requires this activity more than 66% of the time (5.5+ hrs/day)

Other Physical Requirements

Ability to wear Personal Protective Equipment (PPE) (Glasses, Footwear)

WORK ENVIRONMENT

Manufacturing Plant

Prepared by: _____ Date: _____

Supervisor Signature: _____ Date: _____

Employee Signature: _____ Date: _____

The Company has reviewed this job description to ensure that essential functions and basic duties have been included. It is intended to provide guidelines for job expectations and the employee's ability to perform the position described. It is not intended to be construed as an exhaustive list of all functions, responsibilities, skills and abilities. Additional functions and requirements may be assigned by supervisors as deemed appropriate. This document does not represent a contract of employment, and the Company reserves the right to change this job description and/or assign tasks for the employee to perform, as the Company may deem appropriate.