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## JOB DESCRIPTION

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| <b>DATE:</b>     | December 2021 | <b>GRADE:</b>      | Hourly           |
| <b>POSITION:</b> | Technician 1  | <b>DEPT:</b>       | Manufacturing    |
| <b>CLASS:</b>    | Full Time     | <b>REPORTS TO:</b> | Shift Supervisor |

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### JOB SCOPE

This position is responsible for the safe and efficient operation of the equipment and processes utilized in the production of quality weather stripping for customers in the window and door manufacturing industry. The Technician works closely and communicates with the Operators, Senior Technicians, Supervisor and other personnel as necessary to maintain continuous operation of the equipment and processes.

### JOB FUNCTION

Performs all functions and responsibilities of a Machine Operator, performs set-up, changeover and troubleshooting of standard weather-strip machines. Develops operator personnel, provides support to Senior Technician on data collection, Achieves Safety, Quality, Service and Productivity Goals.

### PRIMARY RESPONSIBILITIES

The Technician works with other technicians, operators and senior technicians in a team effort and shares responsibility for safety, quality and efficiency of the equipment and/or processes assigned to the work team in accordance with established standard work and procedures.

Technician duties and responsibilities include, but are not limited to the following:

- **Safety:**
  - o Ensures compliance with standard operating procedures.
  - o Properly stores parts and equipment related to machine set up practices when not in use.
  - o Identifies improvements to equipment/practices that reduce potential for injury.
  - o Supports all plant or departmental safety initiatives.
- **Quality:**
  - o Ensure Quality Assurance procedures/standards are accomplished.
  - o Follows and signs off parts description sheets for machine changeover.
  - o Reports quality problems with materials.
- **Productivity:**
  - o Reports process problems to Senior Technician and Supervisor.
  - o Maximize machine utilization through set-up and troubleshooting instruction.

- **Leadership:**
  - o Able to communicate to all levels of the organization professionally.
  - o Sets high standards and develops operators.
  - o Maintains effective communication between all technicians.
  - o Assists in establishing teamwork and utilization of problem-solving skills.
  - o Lead team-based problem-solving activities.
  - o Cultivates teamwork within work group and with other functions.
- **Training:**
  - o High proficiency in set-up and troubleshooting WS/SP Machines.
  - o Identify improvements to operator and technician training process.
  
- All other duties as assigned by Ultrafab Management.

**MEASUREMENT AREAS**

- Achievement of machine productivity, effectiveness of changeovers and problem solving, set-up level of proficiency/utilization and completion of machine maintenance programs.
- Minimal missed shipment dates or wrong product made.
- Actively participates in safety and positive work relationships.
- Effectiveness of training activities
- Smooth shift turnover; consistent communication of machine problems/cell technical issues.

**DEMONSTRATED SKILLS**

- Effective problem solver: demonstrates use of problem-solving model to resolve problems and achieves continuous improvement.
- Superb technical skills: high proficiency in set-up and troubleshooting WS machines; develops key personnel skills and proficiency; sets high standards.
- Competent organizer: Can handle multiple machine priorities and training tasks.
- Active Communicator: Able to communicate openly and professionally to all levels of the organization.

**EDUCATION AND/OR EXPERIENCE**

- Demonstrated operator proficiency.
- Successful completion of technician training. Weatherstrip/Specialty products changeovers and troubleshooting, type 1-4
- High School diploma or equivalent and one year manufacturing experience preferred



### **PHYSICAL DEMANDS/WORK ENVIRONMENT**

While performing the duties of this job, the employee is regularly required to stand, use hands, reach with hands and arms, and communicate. The employee must frequently lift/or move up to 45 pounds. Specific vision abilities required by this job include close vision, depth perception, and ability to adjust focus. The noise level in the work environment is usually loud. Must be able to use hearing protection.

### **ULTRAFAB'S ATTRIBUTES**

**The key attributes that all successful Ultrafab employees demonstrate are:**

**Integrity** – high moral character, honest and trustworthy.

**Initiative** – to do his/her best at any assignment, taking the initiative before being asked.

**Self-Esteem** – awareness of self-strengths & weaknesses. Always seeking to improve self.

**Flexibility** – willing & comfortable adapting to new circumstances & conditions.

**Passion** – maintains a positive attitude, working with enthusiasm each day.

**Sense of Urgency** – an implicit understanding of job needs and priorities.

**Commitment** – thinks of and treats the assets of the Company as if they were his or her own.

**Team Orientation** – enjoys working, assisting and accomplishing with others.

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Employee signature

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Date