

## FTIC JOB DESCRIPTIONS

**Job Title:** Stamping Team Member

Exempt

Non-Exempt

Hourly

**Department:** Stamping

**Reports To:** Stamping Team Leader

**Purpose:** Support the production process through assembly of product, operating machinery or equipment, ensuring product is produced to customer satisfaction.

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**Responsibilities include, but are not limited to:**

- Lift component part manually or using hoist and secure component in fixture or loads automatic feeding device.
- Start machine, engages feed, and observes operation.
- Inspect and measure manufactured component parts to verify conformance to specifications as required.
- Move machine controls and guides to adjust machine as needed.
- Replace worn machine accessories as needed.
- Tend machine and equipment.
- Perform duties in compliance with set procedures.
- Maintain good housekeeping practices at assigned workstation.
- Maintain and complete necessary reporting.
- Communicate all abnormal situations to Team Leader or Group Leader.
- Perform sample inspection, and testing of parts, components, and materials as needed, to determine conformance to standards.
- Adjust work procedures to meet production schedules.
- Suggest changes in use of equipment to increase efficiency.
- Other duties as assigned.

**Qualifications:**

- High school diploma or G.E.D. required.

**Technical Competencies:**

- Good mechanical aptitude.
- Ability to read and follow work instructions.

**Non-Technical Competencies:**

- Communication (verbal communication, listening).
- Judgment and thinking (judgment and decision-making, problem solving, awareness).
- Performance skills (accuracy with detail, planning and organizing, efficiency).
- Personal characteristics (motivation/commitment, flexibility).
- Lift up to 40 lbs

**Environment:**

May be exposed to both hot and cool conditions, with a moderate to high noise level.

**ISO 14001 Environmental Aspects/Impacts:**

- Basic administrative recycling of paper, plastics, aluminum.

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