



Job Description

General Plant Helper
Non-Exempt
Full Time

Job Summary:

The General Plant helper will provide as needed support to the Inspection and Operations manufacturing functions.

Essential Functions:

The primary duties and responsibilities of the General Plant Helper consist of but are not limited to:

- Shipping and packaging support.
- Milling and turning support.
- Deburring and tumbling.
- Monitor and maintain coolant and lubricant levels on machines.
- General shop floor cleaning.
- Complete product sorts.
- Other miscellaneous activities.
- Perform 100% inspection on parts and materials as directed.
- Ability to complete special inspection projects with direction.
- Ensure segregation and identification of non-conform product

Accountabilities:

- Facilitate a continuous improvement culture.
- Foster a team-oriented quality ownership culture.
- Ensure compliance to QMS requirements.
- Quantifiably ensure compliance of dimensional accuracy of a parts & materials.
- Ensure visual requirement compliance of parts and materials.
- Ensure identification and containment of all suspect/nonconforming product.
- Communicate areas of concern as it relates to the dimensional accuracy and visual requirements.

Authorities:

- Nonconforming of product, materials or gages.

- Stop processes and shipments due to quality concerns if necessary.
- Communicate to management issues with product and process conformance.

Competencies:

- Ability to manage time and accurately perform duties while meeting productivity expectations.
- Ability to keep accurate records.
- Ability to follow documented procedures and standards.
- Ability to interpret feature of size requirements on blueprints.
- Attention to detail.
- Ability to operate a computer.

Physical Requirements:

- Visual acuity.
- Fine motor dexterity.
- Must be able to lift/push up to 40 lbs., multiple times a time, without a crane.
- Must be able to remain seated for up to 4 hours a day, with change of positions as needed.
- Must be able to remain on feet for up to 10 hours a day.

Qualifications:

Education:

- High school diploma (required).

Background:

- Previous manufacturing experience preferred.
- Experience operating micrometers and calipers preferred.