



Job Description

General Plant Helper
Non-Exempt
Full Time

Job Summary:

The General Plant Helper will provide support as needed with the inspection and operations manufacturing functions.

Essential Functions:

The primary duties and responsibilities of the General Plant Helper consists 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.
- Complete product sorts.
- Perform 100% inspection on parts and materials as directed.
- Complete special inspection projects with direction.
- Ensure segregation and identification of non-conforming product.
- Keep the shop clean and organized.
- Perform other tasks as directed by supervisor.
- All essential functions must be performed in an efficient manner.

Accountabilities:

- Facilitate a continuous improvement culture.
- Facilitate an efficient 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 dimensional accuracy of parts and materials.
- Ensure identification and containment of all suspect / nonconforming products.
- Communicate areas of concern as it relates to the dimensional accuracy and visual requirements.
- Understands that attendance and punctuality affect team morale.

Authorities:

- Stop processes and shipments due to quality concerns, if necessary.
- Communicate to management issues with product and process conformance.
- Nonconforming of product, materials or gages.
- Suggest process improvements.



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Competencies:

- Follow detailed assembly/deburring instructions, processes and procedures.
- Adapt to wide variety of materials, components for deburring/assembly.
- Ensure segregation and identification of non-conforming products.
- Ability to interpret feature of size requirements on blueprints.
- Ability to keep accurate records.
- Ability to work independently and accurately perform multiple tasks in a fast-paced environment to assure delivery requirements.
- Strong attention to detail.
- Fine motor dexterity.
- Effective user of computer.
- Excellent communication skills both verbal and written.

Qualifications:

Education:

- High school diploma (required).

Background:

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