

Tagnite Production Technician I

RESPONSIBILITIES:

In Addition the Responsibilities, Requirements and Job Duties of Production Racker I, Production Technician Level I (TPT I) shall perform all aspects of job intake and racking per the job traveler including reading engineering drawings, masking instructions, racking instructions and special procedures including precautions. TPT I shall schedule racking so that the production line can operate at peak efficiency. TPT I shall be familiar with all policies, procedures, standards and controlled racking through on-the-job training and formal training as required by established Policies, Procedures and Standards. TPT I shall complete on-time delivery/Final Inspection buy-off form for each lot delivered (un racked) for paint or shipping. (All workers shall wear cotton or nitrile gloves when unracking or handling coated parts. In addition to these responsibilities the following duties also apply.

DUTIES:

- TPT I assist QC/Admin in receiving parts and delivering paper work to administration for check-in
- TPT I shall work with QC/Inspections to store parts and packaging in a neat and logical manner
- Comply with all TAG housekeeping and electrical hygiene policies
- Demonstrate a basic knowledge of racking systems and control methods air pockets
- Demonstrate ability to multitask to maximize production volume without jeopardizing safety or product quality
- Able to identify production equipment
- Clean electrical contact bars and racks
- Know and respect high voltage safety zone
- Maintain the safety equipment, tools and work area
- Complete all Buy-Off Forms per established policies and procedures
- Protect and Store completed parts proper storage area (i.e. padded shelves, shipping box, etc.)
- Complete Paperwork accurately and honestly with a Final Inspection Buy-Off
- May be asked to photograph and report damaged packaging or parts and any unusual discrepancies on parts that arrive for racking
- Confirm the PO represents the job received and report any discrepancies to management
- Self report errors, seek assistance, be factual & reliable to help build and maintain the positive reputation and integrity of the department
- Assist other departments as time permits
- Operate equipment, as needed

TRAINING PERIOD:

- 90 days
- Must pass drug/alcohol test
- Must pass background check

REQUIRED DOCUMENTS:

- Resume
- Company job application
- I-9

REPORTS TO: Tagnite Production Manager