

Oliver Carbide Products

Job Description



Job Title: General Laborer
Department: Support Operations
Reports To: Production Supervisor
Prepared Date: May 2022
Approved By:
Approved Date:

SUMMARY

A support operation role in a manufacturing environment, which may include, but not be limited to the following job functions: Prepping, assembly and cleaning raw materials, product painting, packaging & marking.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

- Follows specific instructions as to how the part is too be produced.
- Meets productivity requirements for the position.
- Ability to make decisions regarding the quality of items being produced

SAFETY & SECURITY

- Observe and follow all environmental, health and safety procedures.
- Use equipment and materials properly based on manufacturers standards.
- Report potentially unsafe conditions to Safety Supervisor.
- Comply with all other company policies and procedures.

QUALIFICATIONS

- Attention to Detail — Job requires being careful about detail and thorough in completing work tasks.
- Dependability — Job requires being reliable, responsible, having dependable transportation, and fulfilling obligations.
- Cooperation — Job requires being part of a team and displaying a good-natured, cooperative attitude. Must listen attentively to instructions from higher-level employees and ask questions or explain what they are doing.

EDUCATION A high school diploma or GED is required. Ability to read and interpret documents such as safety rules, instructions, and procedure manuals. Ability to write and speak effectively with coworkers.

PHYSICAL DEMANDS The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Workers are required to stand and/or move about for long periods as well as perform frequent bending and twisting motions in a repetitive motion. Steady hands and dexterity are critical for success. While performing the duties of this job, the employee is frequently required to stand; walk; use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. The employee is occasionally required to sit; climb or balance; and stoop, kneel, crouch, or crawl. The employee must frequently lift and/or move up to 30 pounds.

Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, and depth perception and employee must be able to pass an annual vision test.

WORK ENVIRONMENT The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is frequently exposed to fumes or airborne particles. The noise level in the work environment is usually loud.