

JOB TITLE:	<i>Production Tech I</i>	DEPT NAME:	<i>Manufacturing</i>
DEPT #:	<i>000</i>	WAGE SCALE:	<i>(Prevailing Market)</i>
FLSA STATUS:	<i>Non-Exempt / Hourly</i>	HR APPROVAL:	<i>VP Human Resources</i>
REPORTS TO:	<i>Production Manager</i>	DATE:	<i>August 11, 2014</i>

The job description will address **Main Function (including goal/purpose)**; **Duties & Responsibilities**; **Frequent Contacts** if appropriate (e.g., general public, agencies, inter-company); **Education/Experience**; (e.g., minimum education or equivalent experiences, licensure); **Position Requirements**; **Supervisory Responsibility**; **Reasoning Ability**; **Physical Demands**; (types and frequency e.g., lifting, visual concentration, extensive typing, driving skills, hand-eye coordination); and **Working Conditions** (including disagreeable conditions or potential hazards).

Production Tech I

A. Main Function:

Production Technician reports to the Production Manager. The position will operate various items of machinery, learn several processes and use various types of small hand and power tools, microscopes and viewing screens in the layout, fabricating and assembling metal, wire and plastic parts that comprise our products in accordance with production drawings and assembly documentation. The employee will also be required to do any and all tasks deemed necessary by his/her supervisor for the safe and efficient operation of the company. Such tasks may include those with more specialized training such as coating, metal fabricating, chemical coating, bonding and the like. All duties and responsibilities must follow documented work instructions and are subject to in-process quality inspections and overall Quality Assurance guidelines.

B. Duties & Responsibilities:

1. Performs detailed, precision assembly and production work using a microscope, viewing screens, small hand tools and supporting machinery
2. May also be required in the course of regular duties to perform routine assembly, parts cleaning, packaging and labeling
3. Diligently follows documented assembly and production written instructions
4. Performs and documents in-process inspection results with specified measuring equipment and all pertinent information on Device History Records
5. Will provide overall team support as needed and training as required
6. Must meet or exceed weekly production goals and schedule
7. Works closely with Quality Assurance to ensure quality of parts and product is maintained at all times
8. Adheres to regulatory standards including but not limited to cGMP, ISO 13485 and OSHA
9. Maintain and clean production area in accordance with documented procedures
10. Separates scrap or waste materials for recycling, reuse, or environmentally sound disposal

C. Frequent Contacts:

- | | |
|--|---|
| <input type="checkbox"/> VP Quality Assurance | <input type="checkbox"/> Production Manager |
| <input type="checkbox"/> Manufacturing Personnel | <input type="checkbox"/> Engineers |
| <input type="checkbox"/> Office Personnel | <input type="checkbox"/> Quality Control |
| <input type="checkbox"/> Production Manager | <input type="checkbox"/> Vendors |

D. Education and/or Experience:

- A high school degree is preferred, or a minimum of two (2) years' work experience in a production environment
- Must be able to read and understand company policies, procedures and documented work instructions
- Basic math skills and good communication skills are necessary

E. Position Requirements:

- Comfortable working in an assembly / production / cleanroom environment
- Excellent hand – eye coordination
- Ability to work both individually and as part of a team
- Able to work with a variety of cleaning fluids and chemicals as required in the production flow
- Willingness to participate in continuous improvement programs
- Willingness and ability to work overtime as needed by production schedules
- Must possess an acceptable degree of organizational skill with ability to be detail oriented
- Proven team player with department members and others throughout the company
- Must be trainable on various machinery and in various aspects of precision production techniques
- Must be able to concentrate in a busy work environment in order to maintain a high level of quality, keep accurate accounts of time and production, keep production on schedule
- Must maintain a safe working environment
- Must be able to work with various personalities while maintaining cooperative working relationships
- Willingness and ability to increase knowledge of GMP Regulations and ISO requirements

F. Supervisory Responsibilities:

- While there are no supervisory duties assigned, a team approach is utilized and expected within the department

G. Physical and Mental Demands: (See attached sheet for complete details)

Note: Job descriptions are not intended and should not be construed to be an exhaustive list of all responsibilities, skills, efforts and working conditions associated with a position. They are intended to be accurate reflections of the principal position elements for making fair decisions about the position related to such matters as staffing, training and compensation. Management at any time as deemed necessary due to changing business circumstances may modify Job descriptions.

VP Regulatory Affairs & Operations

Date Signed

VP Human Resources & Corporate Development

Date Signed

Production Manager

Date Signed

(New Employee Name)

Date Signed

H. Physical and Mental Demands: (Details)

Please complete all items on this page by selecting the factor for each physical/mental demand that best describes this position. Complete by placing an (X) in the appropriate space next to each category detail.

Descriptive factors are defined and abbreviated as follows:

<u>N/A</u>	=	Not applicable	(0%)
<u>S</u>	=	Seldom performed	(1-33%)
<u>O</u>	=	Performed occasionally	(34-66%)
<u>R</u>	=	Performed regularly	(67-100%)
<u>EF</u>	=	Essential function	Essential job functions are defined as those that are required or essential based on the Position Description. <i>They are performed regularly.</i>

Physical Demands	N/A	S	O	R	EF	Working Conditions	N/A	S	O	R	EF
Standing				X		Work with People				X	
Sitting					X	Work Around People					X
Lifting 0-30 lbs.				X		Work Alone				X	
Lifting 30-50 lbs.		X				Travel	X				
Lifting 50+ lbs.	X					Regular Attendance					X
Carrying 0-30 lbs.				X		Additional Hours as Needed				X	
Carrying 30-50 lbs.		X									
Carrying 50 + lbs.	X					Substance Exposure	N/A	S	O	R	EF
Walking					X	Solvents					X
Climbing		X				Dust					X
Pushing/Pulling		X				Fumes			X		
Kneeling/Crawling		X				Mists	X				
Crouching/Bending			X			Gases		X			
Grips/Grasps			X			Bloodborne Pathogen			X		
Twists/Bend body			X			Chemicals: Alcohol, Solvents			X		
Typing/keyboard		X									
Motor Coordination					X	Equipment	N/A	S	O	R	EF
Reaching/Stretching			X			Motor Vehicles	X				
Finger Movement					X	Personal Computer		X			
Speaking Clearly					X	Hand Tools					X
Hearing-Conversation					X	Cables / Wiring		X			
Hearing-High Acuity		X				Other (List)					
Seeing - Near					X	Telephone System		X			
Seeing - Far					X	Calculator		X			
Depth Perception		X				Smart Phone / Tablet	X				
Color Perception		X				Printers		X	X		
View small objects					X	Fax Machines		X			
Filing		X				Copy Machines			X		
Read & Write English					X						
Working Conditions	N/A	S	O	R	EF	Miscellaneous					
Extreme Cold(<50°)	X					Valid Drivers License		X			
Extreme Heat(>80°)	X					Environmental Awareness					X
Confined Spaces	X										
Working Outdoors	X					Protective Clothing	N/A	S	O	R	EF
Office Environment		X				Facial Covering				X	
Noise (Over 80 Dec.)				X		Hand Protection				X	
Vibration				X		Eye Protection				X	
Heights		X				Foot Protection				X	