



Job Description for Production Technician

(Revised March 2018)

Reports To: Production Lead

Level of Supervision: Varies with skill level and assignments; refer to the "Production Technician Skill Levels" document

Position Purpose: Fabrication, shipment, installation, and repair of Deltech products and general plant and tool maintenance

Essential Duties:

- 1) Fabricating various furnace parts using hand and power tools
- 2) Assembling parts using hand tools
- 3) Packaging parts for shipping
- 4) Unpacking incoming shipments, verifying contents against packing list, and storing
- 5) Performing product testing as directed (weekly to daily).
- 6) Cleaning production areas, including but not limited to returning tools and materials to their storage locations, emptying trash, and sweeping floors (daily).
- 7) Driving company vehicle to customer and vendor sites to pick up and deliver parts and materials (monthly to weekly).
- 8) Performing equipment, plant, and grounds maintenance procedures (monthly). For example, cleaning drop arm and ceramic saws; weed and snow removal.
- 9) Installing and repairing furnaces, control cabinets, and related parts and systems on customer's site (several times per year). May require air travel and/or driving company vehicle or rental vehicle to customer's site.

Note that actual assignments will vary and depend upon skill level, training readiness, and Deltech goals. Refer to the "Production Technician Skill Levels" document

Note: Every employee is required to comply with any and all of Deltech's safety guidelines, whether conveyed informally or documented in writing. When on a customer site, every employee is required to comply with both Deltech's and the customer's safety rules.

Job Qualifications:

Essential qualifications include

- 1) the skilled use of hand and power tools

- 2) the ability to take accurate measurements
- 3) the ability to lift up to 75 pounds on a daily basis
- 4) a valid driver's license

Additional useful skills and knowledge areas:

Forklift operation
Pneumatics
Electrical wiring
Familiarity with 2-D and 3-D assembly drawings

Note: This job description is not intended to be an exhaustive list of all duties, responsibilities, or qualifications associated with the job.