

ENTRY/Mid- LEVEL MANUFACTURING - ASSEMBLY Job Description

JOB TITLE: **ENTRY-Mid-LEVEL MANUFACTURING - ASSEMBLY**

STATUS: Full Time Position

SCHEDULE: TBD – overtime as needed

SUPERVISOR: Operations Manager

Summary:

The manufacturing team member is responsible for performing basic manufacturing tasks in a consistent, efficient, safe manner resulting in a quality product. This person will thrive on personal pride in workmanship, productivity, and ability to see opportunities for improvement – an individual who can see what needs to be done next and does it. For their team, this person is a self-starter, rock-solid reliable and just does what it takes. Person will be organized, detail oriented, and deal well with all types of people in a team/coaching environment. Requires a basic mechanical ability and skills to assemble, read blueprints, and follow manufacturing processes. The individual will have passed a basic assembly test.

Specific manufacturing requirements:

1. Must have demonstrated experience of mechanical aptitude, standard machine building and/or assembly craftsmanship
2. Following and suggesting for improvement: Written Assembly Instructions, Prints, and Diagrams
3. Assembling Duperon Corporation (DC) products to a DC process
4. Ability to perform In-Process and Final QC inspections as required
5. Ability to perform and maintain safety procedures
6. Ability to perform, develop, implement, maintain equipment, processes, workflows for manufacturing



Other Specific Requirements:

1. Must be neat, tidy, and professional. Work areas cleaned prior to departure.
2. Ability to lift 30-50 lbs. and have full range of movement
3. Ability to document time, changes to drawings/travelers, and any variations from plan
4. Development and continuous improvement of manufacturing systems
5. Assist in the implementation of new manufacturing technology
6. Learn technical data for product lines
7. Development and maintenance of quality control procedures
8. Work with a manufacturing team to have a world class manufacturing department

Job Specification:

1. **Education:**

- a. High School Diploma required. College Degree not required. Journeymen cards not required. Vocational education for manufacturing processes desirable but not required. Training in blueprint reading and basic shop safety required.

2. **Experience:**

- a. Assembly/Manufacturing: 1-3 years
- b. Experience: in assembly, machine building, construction, or other related fields
- c. Computer Proficiency: not required (MS Office and AutoCAD/3-D modeling helpful)
- d. Literacy and Reading both architectural and mechanical blueprints: 1-3 years,
- e. Small business experience helpful

3. **Skills:**

- a. Ability to drive a fork truck and use other manufacturing machines (drill press, cut off saws, etc.), hand tools
- b. Must have a valid drivers license with a good driving record (to use company vehicles)
- c. Mechanical ability and demonstrated craftsmanship
- d. Meticulous attention to detail and quality, able to multi-task well and able to prioritize to complete projects on time
- e. Proven "customer-focus" attitude, demonstrates ability to follow up and keep promises - reliable
- f. Must be able to represent the company's image (consistent with the business motto of "You'll like working with us!")
- g. Must be self-initiating, independent, and able to organize time and diverse responsibilities



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- h. Able to follow processes and protocols that manage quality, safety, efficiency and assembly
 - i. Must be able to capture and maintain documentation to provide “as built” detail
 - j. Must be self-initiating, independent, have good problem solving skills, work well with a team and have the ability to organize time and diverse responsibilities.

4. **Working Conditions:**

- a. Current headquarters is in a professional office building in a downtown Saginaw, easy-to-access from I-675. The current manufacturing facility is located approximately 5 minutes away.
- b. Drug-free, non-smoking environment. Manufacturing would have a mid-morning, lunch and afternoon break.
- c. Duperon Corporation provides an excellent opportunity for an individual who is dedicated and looking to establish a successful career. There is unlimited potential for a person who wishes to grow with the business. These opportunities can be realized if the ability and desire to drive ones personal development is present to meet the corporate strategic objectives.
- d. Duperon is a dynamically paced company with a fast-growth strategy – which means that often protocols and processes that were appropriate a year ago are no longer valid. An individual should examine their personal style and preferences to determine if this would be a suitable environment.

5. **Other Requirements:**

- a. Must be appropriately and professionally attired to business standards and practice good hygiene. Plant personnel: clean, neat clothing without tears, long pants, steel toe boots, shirts reflecting company image.
- b. Must have a high level of personal integrity, ownership and pride, and see something possible for oneself as an individual within the company vision.
- c. All manufacturing personnel must pass a pre-employment physical and drug test.



