

POSITION TITLE: Flex Line Employee  
DEPARTMENT: 515  
REPORTS TO: Team Leader  
STATUS: Full-time, Non-Exempt

**MAGNITUDE OF POSITION:**

General responsibility for working safely to produce a quality product as a member of a production assembly line.

**ENVIRONMENT OF POSITION:**

A manufacturing environment in which teamwork, respect and integrity is espoused. May function independently, as well as part of a team.

**ACCOUNTABILITY:**

The Flex Line employee must be certified to work at least 60% of positions on the line within the first six months of assignment and 100% of positions within the first 12 months. The certification process is done independently by the Process Technician.

**QUALIFICATIONS:**

1. High school diploma or equivalent preferred
2. Must be available to work extended shifts and occasional weekends
3. Capable of reading and understanding safety manuals
4. Able to understand and follow Operational Method Sheets (OMS) and Bill of Materials (BOM)
5. Basic reading, math and writing skills
6. Good communication skills/able to read, write and speak English
7. Willingness to comply with all safety guidelines
8. Must be reliable and punctual
9. Have attitude and willingness to work as part of a team

**RESPONSIBILITY/DUTIES:**

1. Uses simple hand tools and equipment as needed for specific job task(s)
2. Performs quality check on completed work
3. Assembles parts per traveler
4. Performs job task within cycle time allowed
5. 5S responsibilities/housekeeping

**515 Line Positions Are:**

1. Shape & Collar
2. E&I Stacking/Cut
3. E&I Weld
4. Brackets & Top Plate Weld
5. Plasma Weld
6. Soldering
7. Gluing
8. Automated/manual Tester
9. Epoxy Dispenser
10. Epoxy Top & Clean

11. Spray Paint
12. Labeling
13. Accessories
14. End of Line Test
15. End of Line Packer

Protective equipment required:

1. Certified safety glasses or side shields for prescription glasses with protective lenses
2. Nitrile gloves should be used when handling chemicals
3. Testers must wear electrical grade gloves and anti-shock apron when manual testing
4. Anti-slip, steel-toed safety shoes are recommended but not required
5. Rubber (anti-fatigue) mats are provided for each workstation
6. Amended April, 2020: Facemasks must be worn at all times as long as COVID-19 restrictions are in place

Physical Job Requirements

1. Ability to stand for extended periods of time (up to 3 hours, continuously, between breaks).
2. Ability to use a ladder to climb to height of 6 feet
3. Ability to hear horns and nearby sounds for personal safety
4. Ability to move short distances to communicate with Leads and Supervisors
5. Ability to lift up to 50 pounds on the line and 50 pounds as a Packer
6. Ability to read English to understand and comply with SDS restrictions and chemical labels
7. Ability to speak English to communicate with co-workers and management for questions, concerns, or emergencies
8. Ability to work within extreme temperatures when removing trash or working with incoming or outgoing shipments