

TOOLCRAFT INC. JOB DESCRIPTIONS



POSITION TITLE:

Parts Finishing Technician

POSITION SUMMARY: The Parts Finishing Technician reports to the Parts Finishing Supervisor and is responsible for the setup and operation of various deburr operations as assigned.

JOB DUTIES – include, but are not limited to,

- Setup and run parts finishing operations as described by the work order and/or deburr procedure sheets.
- Maintain and complete required paperwork.
- Maintain cleanliness of parts finishing area to promote safe and efficient operation.
- The operation of forklifts and/or material handling equipment.
- Handling and packaging of parts to ensure quality per quality procedure.
- Promote continuous process improvement through daily involvement in shop activities and by communicating effectively with all staff members, vendors, and customers.
- Maintain shop cleanliness as assigned to promote a safe and efficient work environment.

REQUIRED SKILLS – The Parts Finishing Technician will:

- Perform all duties under the highest ethical standards.
- Exhibit good communication and organizational skills.
- Must be able to read, understand, and follow all shop procedures and instructions.
- Possess basic knowledge of basic shop math.
- Maintain a strong understanding and acceptance of the company quality management system and relating procedures.

EXPERIENCE:

No work experience required.

EDUCATION/CERTIFICATIONS:

High school diploma or equivalent within 2 years of hire date.
Other education as required to perform the skills listed above.

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