

Job Description

Production Technician

Education and/ or Experience Required:

1. High school diploma, HSED or GED from an accredited school or program
2. Moderate-term on-the-job training

Job Information

This position is responsible for manually manufacturing Ad-Tech's products in the production areas. Products are sub-assemblies and finished medical devices for stocking purposes or per specified orders. Manufacturing technicians are responsible for manufacturing their respective products by documented procedures and processes and maintaining a clean, efficient work environment.

Processes may include but are not limited to:

Assembly	Disc Removal	Disc Lay Down
Threading	Crimping	Molding
Filling	Laser Welding	Wrapping

Qualifications

The manufacturing technician should have the following qualifications:

- Previous hand assembly experience preferred but not required.
- Previous cleanroom/ clean area manufacturing experience preferred but not required.
- Good manual dexterity and ability to use hands continuously.
- Ability to work productively in a team environment.
- Ability to work in a seated position on a continuous basis.
- Ability to read and understand product drawings, quality documents, procedure manuals, and SOP's.
- Ability to perform close visual work.
- Good organizational skills.
- Good communication and listening skills.
- Reading, writing, and Speaking (English).
- Attention to Details
- Ability to read standard and metric rulers.

Essential Duties and Responsibilities - *Duties may include but are not limited to:*

1. Performing manufacturing functions.
2. Coordinating and cooperating in a team production environment to ensure products are produced in an orderly, efficiently, and with the highest quality.
3. Checking product for good quality.
4. Maintaining neatness, cleanliness, and organization in all areas, and looking for safety hazards.
5. Keeping accurate records and making sure they are compliant with current regulations.
6. Following cleaning policies to limit the airborne particles and bioburdens in the manufacturing environment.
7. Notifying lead or production supervisor of non-conforming products or components or activities not compliant with company policies.

8. Take responsibility for asking questions to supervisors or management when they do not understand a process or policy and are unsure of their manufacturing methods.
9. Developing and maintaining skills to enhance productivity and train others.
10. Performs other related duties and responsibilities, on occasion, as assigned.

Supervisory Responsibilities: None

Work Context

Body Positioning

- Requires repetitive movement.
- Requires bending or twisting.
- Requires using hands to handle, control, or feel objects, tools, or controls.
- Requires walking.
- Requires sitting.

Physical Demands:

- Requires repetitive movement and sitting for long periods at the desk.
- Requires working indoors in environmentally controlled conditions.
- Job tasks are performed in close physical proximity to other people.

Desktop Computer Skills/ Tools

- N/A

Communication

- Requires face-to-face discussions with individuals or teams.
- Requires contact with others (face-to-face, by telephone, or otherwise)

Impact of Decisions

- Requires making decisions that may impact co-workers, clients, and the reputation of the company.
- Opportunity to make decisions without supervision.
- Includes responsibility for work outcomes and results.

Level of Challenge

- Freedom to determine tasks, priorities, and goals.
- Requires repetitive activities (physical and/or mental)
- Requires a high level of accuracy.

Pace and Scheduling

- Requires meeting strict deadlines.

Personal Interaction

- Requires work with others in a group or team.

Work Attire

- May requires wearing common protective or safety equipment.
- Clothing must be neat and clean.
- Clothing or shoes cannot be made of shedding material (wool, angora)
- No sweaters are permitted.
- Jewelry is discouraged in clean areas.
- Coverall or a non-soiled coverall

Environment

- Includes exposure to contaminants.
- Includes exposure to sounds and noise levels that are distracting or uncomfortable.

Activities

- Getting Information
 - Read work order, work instructions and operating procedures.
- Communicating with Supervisors, Peers, or Subordinates
 - Confer with engineering, technical or manufacturing personnel as necessary.
- Inspecting Equipment, Structures, or Material
 - Examine products or work to verify conformance to specifications.
- Evaluating Information to Determine Compliance with Standards
- Documenting/Recording Information
- Making Decisions and Solving Problems
- Performing General Physical Activities
- Processing Information
- Judging the Qualities of Things
- Establishing and Maintaining Interpersonal Relationships
 - Work as a team member
- Organizing, Planning, and Prioritizing Work

Tools and Technology (Non-exclusive)

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| ▪ Tweezers or Pliers | ▪ Rulers: Starrett 6" Ruler, Starrett | ▪ Scissors |
| ▪ Xacto Knife Handle and Blade | 12" Ruler | ▪ Threading Needle |
| ▪ Disposable Gage/ Clear Blocks | ▪ Yellow Lufkin Utility | ▪ Wire Holders |
| ▪ Wire Strippers | ▪ Yardstick | ▪ Straight Forceps |