



MERAMEC

Instrument Transformer Co.

Job Description

Title	Finishing	Department	Production
Reports to	Production Supervisor	Salary Code	Hourly

Job Summary

Duties are generally performed under the direct supervision of the production supervisor. This position includes applying insulating materials and identification labels to the outer layer of the various products produced by Meramec. This is normally accomplished by operating a taping machine, but may also include hand application at times.

Summary of essential job functions

- Work independently or with team members to maximize productivity and efficiency.
- Assure that all products meet the highest standard of quality.
- Perform pre-inspection and post-inspection of cores and materials.
- Follow all safety rules and ISO requirements.
- Adhere to all company rules and policies.
- Keep work areas clean and organized.
- Know the difference and be able to identify magnet wire types as well as imperfections and crossed wires.
- Ensure that work practices are in the guidelines of OSHA standards.
- Must have an understanding of measurements using standard and metric measuring devices.
- Must be able to set up finishing machine, understanding settings and functions, and ensure machine is running properly to avoid unnecessary down time.
- Finish units to the production specification sheet.
- Have the ability to operate a hoist properly and safely.
- Perform Total Preventive Maintenance duties.

Minimum requirements

- Must be able to lift up to 75 lbs
- Read, use, and understand measuring devices
- Have the ability to stand for extensive periods of time
- Be punctual, reliable and have a good work ethic
- Must be able to work well with others and foster teamwork
- Must be motivated and be able to work independently
- Basic reading, writing, and arithmetic skills

Education and Training Requirements

- High School Diploma, GED, or comparable experience
- Basic computer knowledge
- Internal job specific training

Disclaimer

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. All personnel may be required to perform duties outside of their normal responsibilities from time to time, as needed.