

**OCCUPATIONAL DEVELOPMENT CENTER, INC.  
JOB DESCRIPTION**

**Job Title:** Production Worker

Approved by: *[Signature]*

**Salary Range:** Unclassified

Date: 8/12/15

**Supervised By:** Production Supervisor

**Supervises:** None

**Personnel Classification:** Support Staff, Level \_\_\_\_\_

**GENERAL DESCRIPTION**

Primary work involvement will include one or a combination of the following duties according to divisional needs: handling, sawing, sewing and/or assembly of various materials for the manufacture of products; basic buildings and grounds clean-up, light janitorial and facilities maintenance; auto detailing; operation of forklift and/or truck for material movement and deliveries.

**KNOWLEDGE & EXPERIENCE**

Strong attention to detail and familiarity with a manufacturing environment. General knowledge of working with various power tools and machinery. Ability to learn, understand, and adhere to all applicable safety precautions and procedures.

**SKILLS & ABILITIES**

Must be able to demonstrate a proven work history exhibiting dependability, reliability, strong work ethic and a can-do attitude. Must be self-motivated and be able to perform job duties with minimal supervision. Must be able to follow written and verbal instructions.

**OTHER QUALIFICATIONS**

Must be physically able to perform manual labor for extended periods of time, which includes lifting of up to 40 pounds, sitting, bending, stooping, standing, and repetitive arm, shoulder and hand manipulation. Valid driver's license and/or forklift certification would be helpful and could be required dependent upon the position. May be required to work irregular hours and overtime, depending on production needs and scheduling.

**COMMENTS**

Must accept and actively support the Mission and Vision of ODC and adhere to the professional Code of Ethics by; demonstrating sensitivity, respect and an understanding of the special needs of individuals with disabilities; embracing the cultural diversity of experiences and knowledge among the people we work with; serving as a positive role model in dress, speech and behavior; maintaining consumer confidentiality; and, complying with policies and standards set-forth.

Job descriptions are considered to be classification and recruiting tools and are not intended to limit the assignment of work.

**SPECIFIC DUTIES AND RESPONSIBILITIES**

1. Produce quality products within set schedules.
2. Maintain good attendance record and report to assigned work station in a timely manner.
3. Serve as a positive role model and provide coaching and guidance to fellow co-workers in need of development.
4. Set-up machinery with appropriate jigs according to production schedules.
5. Operate and monitor equipment and replenish materials as needed.
6. Determine and report equipment malfunctions to appropriate supervisor and perform routine maintenance and minor repairs as assigned.
7. Operate forklift and/or delivery truck as authorized.
8. Be flexible to work various stations as assigned.
9. Perform quality checks as needed.
10. Knows and follows all safety requirements, including emergency evacuation; strives to maintain a safe work environment and reports potential hazards to supervisor.
11. Maintain cleanliness of equipment and assigned area.
12. Ability to do basic paperwork.
13. Perform other duties as assigned and as changing conditions require and new opportunities arise.

I have reviewed these job requirements and verify that I can perform all essential functions of this position.

\_\_\_\_\_  
Signature

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
Date

**Occupational Development Center, Inc.**  
**Analysis of Essential Job Functions and Demands of the Position**

Position: Production Worker

Rev. 08/15

<b>Ratings used for this Analysis:</b>	Constantly	= Two-thirds time or more	Seldom	= Less than one-third time
	Frequently	= One-third to two-thirds time	Never	= Non-existent
	Occasionally	= Up to one-third time		

The following is based on Custom Products division. If changes are needed to meet the specific needs of another division, please make changes to rating and/or comments and initial.

	C	F	O	S	N	Comments
<b>A. PHYSICAL ACTIVITY</b>						
1. Standing	X					
2. Walking	X					
3. Sitting				X		
4. Lifting up to 10 lbs.	X					
5. Lifting up to 20 lbs.	X					
6. Lifting up to 30 lbs.	X					
7. Lifting up to 40 lbs.	X					
8. Lifting up to 50 lbs.			X			
9. Lifting over 50 lbs.			X			
10. Climbing				X		
11. Stooping		X				
12. Crouching		X				
13. Kneeling				X		
14. Crawling					X	
15. Turning/Twisting	X					
16. Bending at Waist	X					
17. Reaching	X					
18. Fingering	X					
19. Eye-Hand Coordination	X					
20. Foot-Hand-Eye Coordination			X			
21. Driving						
Car					X	
Van					X	
Bus					X	
Box Truck				X		
Forklift	X					Certified Forklift Operators only
22. _____						
23. _____						
24. _____						
25. _____						
<b>B. USE OF SENSES</b>						
1. Speech						
Ordinary Conversation				X		Notification of problems
Telephone Conversation					X	
2. Hearing						
Ordinary Conversation			X			Receiving assignments
Telephone Conversation					X	

<b>Ratings used for this Analysis:</b>	Constantly	= Two-thirds time or more	Seldom	= Less than one-third time
	Frequently	= One-third to two-thirds time	Never	= Non-existent
	Occasionally	= Up to one-third time		

<b>C</b>	<b>F</b>	<b>O</b>	<b>S</b>	<b>N</b>	<b>Comments</b>
----------	----------	----------	----------	----------	-----------------

**C. ENVIRONMENTAL CONDITIONS**

1. Work Area					
Inside	<b>X</b>				
Outside			<b>X</b>		
2. Works alone			<b>X</b>		
3. Works with others	<b>X</b>				
4. Works around others	<b>X</b>				
5. Verbal contact w/others			<b>X</b>		
6. High (85+) Temperature			<b>X</b>		
7. Low (50-) Temperature			<b>X</b>		
8. Noise					
Especially High Level (+85 d)	<b>X</b>				
9. Unavoidable Hazards					
Mechanical	<b>X</b>				
Electrical	<b>X</b>				
Moving Objects	<b>X</b>				
Heights				<b>X</b>	
Cramped Quarters				<b>X</b>	
Other (specify) _____					

**D. ATMOSPHERIC CONDITIONS**

1. Fumes				<b>X</b>	
2. Odors				<b>X</b>	
3. Dusts		<b>X</b>			
4. Smoke		<b>X</b>		<b>X</b>	Frequent for stove stokers only
5. Gases				<b>X</b>	
6. Oil/Grease				<b>X</b>	
7. Other (specify) _____					

**E. OTHER CONSIDERATIONS**

1. Is this position closely, moderately, or minimally supervised? Please explain: Minimal supervision by Production Supervisor to maintain quality and quantity of work.

2. Does this position have access to confidential information? Yes \_\_\_ No X If yes, please explain:

**E. OTHER CONSIDERATIONS continued**

3. Check any of the following factors that are important to successful performance in this position:

Math and Calculation	<u>  X  </u> *	Writing:	
Problem Solving	<u>  X  </u>	Simple	<u>  X  </u> *
Reasoning & Analyzing	<u>      </u>	Complex	<u>      </u>
Interpersonal Skills	<u>  X  </u>	Communication Skills	<u>  X  </u>
Reading & Proofreading		Dexterity (skill and ease in	
Simple	<u>  X  </u> *	using hands, mental skill	
Complex	<u>      </u>	or quickness)	<u>  X  </u>
Other (specify)			
Measurement	<u>  X  </u> *		
_____	<u>      </u>		

Describe the requirements of this position that make these factors important:   **Frequent communication with Supervisors to insure production problems are handled in the most appropriate manner.**  

  **\*These skills required only for Production Workers performing forklift operations or banding.**  

4. Are there particular working conditions associated with this position which should be noted such as working environment, hours of work, travel, work space, etc.? Yes   X   No        If yes, please explain:  
  **Constant lifting and working around hazardous equipment and wood dust. Strenuous activity with 8-10 hour days depending upon production schedules. Occassional outdoor work in extreme conditions (heat, rain, cold, etc.).**  

I have read and understood the Production Worker Job Description along with the Essential Job Functions and Demands of the Position.

Employee Signature \_\_\_\_\_ Date \_\_\_\_\_

Supervisor Signature \_\_\_\_\_ Date \_\_\_\_\_