



## Position Description

<b>Position Title</b>	Line Technician	<b>FLSA Status</b>	Non-Exempt
<b>Last Revised</b>	June 21, 2021	<b>Job Code</b>	<b>Pay Grade</b>

### Position Summary

Completes production activities needed for generating finished product according to established company quality and productivity standards.

### Essential Job Functions (Duties, Tasks and Responsibilities)

- Adhere to standard operating procedures at all times.
- Meet the established quantity and quality standards for the job being performed.
- Maintain a clean, organized and safe work area.
- Load and unload items from machines, carts and dollies.
- Transfer product from one location to another utilizing hand carts, dollies and/or pallet jacks.
- Feed materials into hoppers and/or place items on conveyors/equipment for processing.
- Remove finished products from equipment.
- Pull damaged/defective product from the line as appropriate.
- Work with team members to maximize efficiency and productivity.
- Follow safety rules, company work rules and policies.
- Palletize product according to customer requirements.
- Read and interpret digital and analog gauges and respond appropriately to the information obtained.
- Operate equipment in line with company safety and productivity standards.
- Inspect, examine and observe production activities for obvious product or equipment defects.
- Use power and non-power hand tools needed for the safe and efficient execution of production activities.
- Use measuring devices such as tapes, gauges, rules, weight scales where reading is direct or obvious.
- Follow procedures for entering and exiting clean room environments.
- Record data and complete reports as required.
- Sweep, mop and remove debris from the production area as needed.
- Replace needed supplies for the effective operation of the equipment.
- Participate in development activities to stay current with best practices in area of responsibility.
- Attend organizational meetings for the purpose of acquiring and/or conveying information relative to job functions.

### Working Relationships

- Report to the *VP, Commercial Packaging and Production Manager*.
- Must work professionally with peers, quality control personnel and other diverse individuals.

### Position Competencies (Required Knowledge, Skills and Abilities)

- Communicate effectively with supervisors, co-workers and program participants.
- Establish cooperative, respectful and collaborative working relationships with others.
- Work under pressure in a fast-paced environment and meet productivity standards.
- Follow procedures and instructions and work accurately.
- Use measuring equipment and read and interpret gauges.
- Use independent judgment in recognizing defective product and unsafe conditions.
- Successfully adapt to changes in the work environment, including working on different projects.
- Regular, predictable and reliable attendance.



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<b>Required Education and/or Experience</b>
<ul style="list-style-type: none"> <li>○ High school diploma or GED.</li> <li>○ Employee must be 18 years of age and successfully pass background check.</li> </ul>
<b>Certifications, Licenses and/or Registrations</b>
<ul style="list-style-type: none"> <li>○ N/A</li> </ul>
<b>Physical Demands</b> (The physical demands described are representative of those that must be met by an employee to successfully perform the essential functions of this job.)
<ul style="list-style-type: none"> <li>○ Movements such as walking, stooping, crouching, bending, kneeling, climbing, and reaching are routinely required; movements such as turning in the knees, back, wrists and shoulders and grasping with both hands are also required.</li> <li>○ See and hear with or without correction; speak, read, and write English.</li> <li>○ Ability to count and make simple arithmetic calculations.</li> <li>○ Recognize color for some jobs.</li> <li>○ Ability to work quickly for extended periods of time while standing, with occasional sitting, and be involved in physical activity.</li> <li>○ Ability to perform the same task repeatedly for extended periods of time.</li> <li>○ Hand movements such as handling, fingering and grasping are frequently required with eye hand coordination.</li> <li>○ Moderate lifting is required on a routine basis, including the ability to lift and carry items weighing up to 50#.</li> <li>○ Ability to push and pull up to 50#, including hand equipment used for transporting materials.</li> </ul>
<b>Working Environment</b>
<ul style="list-style-type: none"> <li>○ The employees may be required to manage unconventional work schedules, including working extended shifts, 2<sup>nd</sup> shifts and weekends.</li> <li>○ Occasional exposure to moving mechanical parts and equipment, noise, chemicals, odors, and outside weather conditions.</li> </ul>

<b>Disclaimer</b>	
<i>This job description is not a contract between you and CEA. This job description is also not designed to cover or contain a comprehensive listing of all activities, duties or responsibilities that are required of the employee. Duties, responsibilities and activities may change at any time with or without notice.</i>	
<b>Employee</b>	
<b>Employee Signature</b>	<b>Date</b>