

Position Description

Position Title: Production Coordinator Berkeley

Reports To: Production Supervisor/Manager

Principal Responsibilities:

Processes paperwork for each order. Brings components to the line. Coordinates all sub-assembly work and labeling of components. Requests labels, assists with direct production as required.

Supervision and Scope:

Works independently with limited direction from the production supervisor or manager. Able to coordinate activities of production employees to maintain safe working environment, high quality of the product, and to keep improving productivity and efficiency on the production line.

Essential Functions:

Takes information from orders and formula sheets, gets all components ready for production to include sub-assembly, labelling, label requests and checks inventory for orders.

Setup of video jet, marsh, bar coding, capper, and weber printer.

Moves material with a pallet jack.

Completes all paperwork for each order and gives the paperwork to the Production Supervisor or Manager.

Assists direct production as required, including stepping in as line attendant, machine operator, etc.

Marginal Functions:

Makes sure principal responsibilities are completed in a timely manner, ahead of production.

Must be able to work overtime.

Other duties as assigned by supervisor.

Physical/Visual Activities or Demands:

Must have usable vision and the ability to read large print.

Ability to lift up to 60 pounds.

Uses pallet jack for material delivery and wrapping of finished goods.

Must accurately read formula sheets.

Handles stress factors associated with position.

Working Conditions:

Must be able to stand for long periods on concrete.

Must be organized and neat.

Knowledge:

Must be able to learn information on formula sheets and after 3-6 months, be able to know what labels and sub-assembly is required for various products.

Experience:

Working knowledge of a manufacturing production environment, preferably aerosols.

Skills and Abilities:

Reads and understands formula sheets.

Must have strong math skills.

Must have good communication, leadership and team building skills. Ability to lead other employees in production activities.

Able to work independently and make decisions regarding direction of work to keep ahead of manufacturing.

Machines, tools, equipment, and work aids which may be represented but not all inclusive of those commonly associated with this position:

Video jet, marsh, bar coder, capper, weber printer.

Pallet jacks.

Licenses Required:

Forklift preferred, not required.

This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees may be required to follow other job-related instructions and to perform other job-related duties as requested, subject to all applicable state and federal laws.

Certain job functions described herein may be subject to possible modification in accordance with applicable state and federal laws.

"commonly associated" is not intended to mean always or only. There are different experiences that suggest other ways or circumstances where reasonable changes or accommodations are appropriate.

All activities, demands, conditions and requirements are linked to essential job functions unless marked with an asterisk which denotes linkage only to marginal function(s).

Exempt_____

nonexempt__x

original evaluation	revised by
	Mike Schaub Feb 23, 2012 Karen Nelson Jul 8, 2021