



Job Title: AP Packaging Associate
Department: Distribution
Reports To: Packaging Supervisor
Position Status: Full-Time

Exemption Status: Non-Exempt/Hourly
Position Level: Staff-Level 1
Travel Required: None – 0%
Location of Job: Windsor

Company Overview

Diesel Forward, Inc. specializes in Service, Remanufacturing, and Distribution of parts and components for diesel-powered vehicles and equipment. Our goals are to provide first-class customer service, grow profits, invest for the future of the business, proactively manage all relationships, and provide an excellent work environment for our employees.

Job Summary

Position is responsible for the final inspection and packaging of Alliant Power (AP) product in preparation for shipment.

Key Departmental Responsibilities

- Place o-rings on HEUI injectors and package final product.
- Scan and package remanufactured products.
- Assemble Alliant Power products into kits. Verify correct part numbers and quantities are picked.
- Package parts in accordance with work order build instructions.
- Assemble boxes for final packaging of products.
- Must be willing to perform all processes within the packaging department.
- Assist with receiving and delivery of parts to shelves or proper department.
- Operate in conformance with the requirements of the quality management system.
- Assist other employees in and out of the department.
- Perform other related duties and assignments as required.
- Provide feedback on system needs/changes.

Performance Factors

All Diesel Forward employees shall exhibit the following:

- 1. Attendance and dependability:** The employee can be depended on to report to work at the scheduled time and is seldom absent from work. Employee can be depended upon to complete work in a timely, accurate, and thorough manner and is conscientious, about assignments.
- 2. Communication/listening:** The employee communicates effectively and appropriately. Uses good judgment as to what to communicate to whom as well as the best way to get that accomplished. Listens to others and allows them to make their point.
- 3. Relationships with others:** The employee works effectively and relates well with others including superiors, coworkers, and individuals inside and outside the company. The employee exhibits a professional manner in dealing with others and works to maintain constructive working relationships.

4. **Safety and security:** The employee actively promotes and personally observes safety and security procedures, and uses equipment and materials properly.
5. **Quality and continuous improvement:** The employee promotes organizational effectiveness by anticipating and dealing with problems. Encourages others to suggest improvements to work processes, and persistently focuses on quality, as well as on results. Seeks ways to improve productivity and effectiveness by identifying sources of mistakes and determining or suggesting a course of action to prevent their recurrence.
6. **Teamwork:** The employee is a team player who contributes valuable ideas, opinions and feedback. Communicates openly and honestly and can be counted on to fulfill commitments made to others.

Skills & Qualifications

High school diploma or equivalent. Forklift operator certification (training provided on-site if needed). Customer service oriented. Well organized. Detail oriented. Must have ability to lift up to 35lbs on a regular basis. Position requires employee to stand for up to 3 hours at a time and frequent bending at the hips.

Revision History

Revision Level	Revision Date	Section #(s)	Description of Change
A	7/19/02	--	Authored for ISO 9001:2000 compliance.
B	8/15/02	--	Revised requirements, equip. used.
C	1/03/05	--	Revise responsibilities.
D	5/17/06	--	Revise responsibilities and remove i-Series.
E	4/26/07	--	Remove responsibilities.
F	08/29/08	--	Update reporting relationship and location.
G	03/25/10	--	Update responsibilities.
H	07/22/11	--	Revised reporting relationship.
I	3/12/14	--	Removed responsibility and revised reporting relationship.
J	2/20/2015	All	Update Template
K	3/7/16	--	Updated duties and responsibilities.
L	3/2/18	--	Updated reporting relationship, responsibilities and qualifications.