



Job Title: Production Technician
Department: Remanufacturing
Reports To: Production 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 performing processes to clean, inspect, assemble and test Diesel Forward's remanufactured products.

Key Departmental Responsibilities

- Perform processes by following established methods and procedures, as noted on work instructions posted on the Diesel Forward Wiki, to accurately assemble/prepare various parts.
- Produce, at a minimum, the average number of components required in your designated work area.
- Maintain a clean and organized work area. Maintain labeling of all bins in your work area.
- Assist in continuous improvement and maintain a willingness to adapt to new procedures and processes.
- Participate in random evaluations of your work and work station.
- Contain a willingness to train other employees.
- Complete required documentation in business software system/production information system.
- Promptly alert supervision and maintenance of any machine or facilities issues in need of repair
- Ensure that personal protective equipment (PPE) is being used when and where required.
- Contain a willingness to work overtime as required by workload.
- Must be available to work in all areas of production.
- Operate in conformance with the requirements of the quality management system.
- Assist other employees both in and out of the department.
- Provide feedback on system needs/changes.
- Perform other related duties and assignments as required.

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

Must have high school diploma or equivalent. Well organized. Detail oriented. Strong inter-personal skills. A self-starter with initiative and ability to work independently. Regular attendance is an essential requirement (this includes accurately recording work time by punching the time clock). Proficient computer skills in a Microsoft Windows environment. Must have ability to lift up to 50 lbs. occasionally. Regularly required to sit or stand, bend and reach. Must have reliable transportation to work. Position may require you to come in contact with mild chemicals, PPE will be provided.

Revision History

Revision Level	Revision Date	Section #(s)	Description of Change
A	8/3/11	--	Authored for ISO 9001:2008 compliance.
B	2/6/12	--	Updated company name.
C	2/25/14	--	Updated job summary, duties and responsibilities, equipment/machinery used and other information related to the job.
D	6/11/15	--	Updated job description format.
E	1/18/18	--	Updated responsibilities and qualifications.