

Title: **Parts Associate**

Doc. Number:	
Revision:	0

Department/Reports To	Profile	Implementation Date
Parts Manager	Maintenance Department	10/28/20

1.0 Main Function

Responsible for all activities that involve the upkeep of the facility floor in order to enhance and maintain its efficiency of parts. The Technician will also assist the rest of the staff, as directed, in their efforts to manage the property in an efficient manner.

2.0 Duties and Responsibilities

- Comply with all company policies and procedures, including safety and maintaining good housekeeping of all parts aisles.
- Ensure the daily replenishment of supplies at all machine centers.
- Ensure the weekly replenishment of all kitting bags by end of day Monday evening.
- Disperse and pickup of kitting bags by end of shift, if shift is not done with bags on Saturday evening, Bags will be picked up on Monday morning.
- Must monitor and discard all boxes.
- Ensure daily inventory of parts and verify in CMMS of accuracy.
- Ensures the kitting of work order bins and placed on work order shelves
- Work with all other personnel (mechanics) as needed to locate parts as requested.
- Return all parts that are not used to parts aisle, as needed from completed work orders.
- Additional duties maybe assigned by management

3.0 Education and/or Experience

- High school diploma or GED candidates PREFERRED: English speaking, reading and writing, math skills at a minimum of a 10th grade level, basic computer skills, and the ability to accurately read a tape measure.
- Prior work experience in the corrugated packaging industry a plus.

4.0 Technical Skills

The individual must have a working knowledge of the following:

- An understanding of quality standards.
- The ability to use various tools, including but not limited to: tape measure, adjustable wrench, standard and metric Allen wrenches.
- Equipment design and capabilities that can be translated into efficient operation.

- Cost issues in order to make daily decisions that will reduce overall costs and will help the supervisor find areas that require improvement.
- Regulatory requirements including but not limited to wage and hour requirements, environmental and waste minimization, company policies, and personnel requirements including OSHA, DEQ and EEO.

5.0 Physical Demands

While performing the duties of the job:

- The employee may be exposed to the following: moving mechanical parts and vehicles, high levels of sound, hot and cold temperatures.
- The employee is regularly required to talk and hear.
- The employee frequently is required to stand, walk, and sit.
- The employee is occasionally required to reach with hands and arms; climb or balance; stoop kneel, crouch, or crawl.
- The employee may frequently lift and/or move up to 50 pounds.
- Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

6.0 Performance Measurements

The performance of the employee will be measured as follows:

- System Level Procedures - Meet or exceed the System Level Procedures in the areas of quality, cost, safety, customer satisfaction and productivity. Such standards will be set annually and communicated to the supervisor who will communicate them to the employee.
- Personal growth - While the company will provide the tools to assist the employee to grow professionally, the responsibility for moving forward lies with the individual. Each year there will be goals developed and agreed to by the supervisor which will then be communicated to the employee.
- Employee relations - Through observation, the employee will be evaluated regarding his/her advancements in the areas of motivational techniques and results, positive and corrective/constructive feedback, and the contributions made to the development of fellow employees all the while creating and maintaining a positive, safe work environment.

7.0 Associated Documents

- Must successfully complete the Qualifying Checklist, administered by supervision, as it pertains to the specific functions of the Parts Department..

8.0 Document Revision History:

Revision	Date Created	Date of Last Revision	Last Approval Date
	10/28/20		10/28/20

Approvals- Parts Manager

Approval Signature	Date

Approvals- VP Of Operations

Approval Signature	Date

Approvals- Human Resources

Approval Signature	Date

Employee Name and Signature

Employee Signature	Date