***Job Title – General Helper – Mill Shop***

**Reports To: Production Supervisor**

**Purpose of Position: Provide support to all aspects of production including sandblasting, deburring, saw and cut material, basic machining operations, bluing, operating the forklift and general cleanliness and maintenance.**

* Perform a variety of support functions including sandblasting, deburring, sawing and cutting material, basic machining operations, de-burring, buffing, bluing and other machinery as needed, operating the forklift, assisting with general cleanliness and maintenance
* Assist in keeping the workspace clean (take out trash, mop, sweep, wipe down equipment, etc.)
* Periodically check parts coming off the machines
* Notify an operator if there are any issues
* Assist with cleaning and organizing measuring equipment
* Assist operators in sorting parts
* Assist in multiple departments as needed
* Meet or exceed productivity metrics / goals assigned
* Follow all safety processes and practices
* Perform all duties in accordance with all established quality and safety procedures/work instructions
* Perform other duties as may be deemed necessary

**Core HTI Values & Expectations:**

We strive to be “First Choice” for our prospective employees, customers, suppliers and strategic partners. We are mindful of our legacy; yet excited and positively embrace a future of growth, development and innovation.

We will conduct ourselves through these Core Values:

* Mutual Respect – Works well with others
* Passion for Excellence - Seeks continuous improvement
* Personal Integrity – Honest, trustworthy with a good work ethic
* Professional Communication – Internal and External
* Adaptability – Flexible with changes
* Accountability - Punctual and Reliable
* Results Focused - Problem solver / requires minimum supervision
* Productivity Driven – Manage resources (time, materials) to achieve maximum productivity
* Good Attitude
* Follow through – *Do what you say you are going to do.*

**Skills & Qualifications:**

* Basic math skills – ability to add, subtract, multiply and divide all units of measure
* Ability to complete tasks with minimal supervision
* Ability to read and write in English
* Basic computer skills including data input
* Ability to lift and carry up to 40lbs frequently
* Ability to walk, stand, sit, bend, squat and reach frequently
* Good communication and team work skills
* Fast paced worker with a good work ethic and willingness to learn are essential traits for this position

**Work Environment:**

Employee works in a typical machine shop environment and office environment. The work environment will remain gun friendly and gun safe. The noise level in the work environment is usually moderate however some loud noises occasionally occur.

**Disclaimer:** The above statements are intended to describe the general nature and level of work being performed by employees assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties and/or skills required of all employees within this class. I understand that the purpose of this job description is to provide the employee with the essential functions of the position. It is not an employment contract and should not be construed as such. Furthermore, no promise, statement or writing made by a supervisor may be interpreted to constitute an employment relationship other than “at will.” I understand that management may assign to me duties that may be outside the specifications of this job description.

**Accommodations:** Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the position. This is an accurate description of the essential functions of my position.

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Employee Signature Date

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Employee Name