



Special Processing Technician (Level 1) Job Description

Classification: Non-Exempt

Reports to: Special Process Supervisor

Date: March 2021

JOB DESCRIPTION

Summary/Objective

Under minimal supervision, with limited instruction, working in a manufacturing environment with a variety of agents, this position performs routine tasks in fabrication, curing, build-up and assembly of various types of composite materials. Responsible for participating in a driven, team-oriented culture which embraces continuous improvement and ensures across the board operational and process excellence in all areas of AXIOM Materials.

Essential Functions

The following is a non-exclusive list of the essential functions of the position, which are listed in no particular order:

- Preparing and keeping inventory of all raw materials needed for laminating Ceramic composites.
- Perform layups following instructions on traveler.
- Operates Multiplatten press following the specific written and approved procedures.
- Operates and programs oven/furnaces designed for sintering ceramic composites.
- Loads furnaces following work instructions.
- Monitor the proper operation of oven/furnace, as needed.
- Operate and maintain CNC router following specific procedures and training.
- Performs Quality checks following QC parameters.
- Complete logs and records of their actions, as well as equipment gauge readings.
- As special processing technicians, they are expected to follow safety rules and take measures to prevent workplace accidents or injuries, such as wearing fireproof clothes or masks that prevent inhalation of fine particles.
- Their work might involve the use of dry or wet materials, chemicals, molds or other pre-processing tools. Additionally, some perform management-level tasks, such as filing paperwork or training apprentices or co-workers to operate equipment and follow safety and other rules.
- As processing technicians, they also perform general maintenance tasks like cleaning and organizing work area. They also inspect tools and equipment to prevent malfunction. If they discover an equipment problem that might cause production delays or damage, they will submit a request to supervisor for repair assistance or equipment replacement.



Competencies

- Communication Proficiency
- Time Management
- Technical Capacity
- Decision Making
- Problem Solving & Analysis
- Basic Math
- Attention to Detail

Supervisory Responsibility

N/A

Work Environment

While performing the duties of this job, the employee is frequently exposed to fumes or airborne particles, moving mechanical parts and vibration. The noise level in the work environment and job sites can be loud.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand; walk; use hands to finger, handle or feel; and reach with hands and arms. The employee is occasionally required to sit; climb or balance; and stoop, kneel, crouch or crawl. The employee must frequently and repeatedly lift and/or move up to 55 pounds (25Kg). Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

Position Type/Expected Hours of Work

This is a full-time position. Hours of work are Monday through Friday, with start and end time based on the specific role and shift offered. Routine weekend work may be required as job duties demand.

Travel

No travel is expected for this position.

Required Education and Experience

- High School Diploma - General Education Degree or Equivalent
- OR
- Relevant and demonstrated equivalent experience in a manufacturing environment.



Preferred Education and Experience

- 1+ Year Production experience in a manufacturing environment

Additional Eligibility Qualifications

- None required for this position.

Work Authorization/Security Clearance

Must be a U.S. Person as defined by 8 U.S.C. 1324b(a)(3) due to export-controlled information.

Other Duties

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

Signatures

This job description has been approved by all levels of management:

Manager _____

HR _____

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Employee _____ Date _____