

Job Title: Finisher 3
Department: Operations
FLSA Status: Non-Exempt
Reports To: Production Manager
Date Revised: December 2017

Summary

Cleans, deburrs, polishes, or grinds items of multiple grades of metal or plastic. Polishes and buffs stainless steel articles such as handles, rods medical equipment by performing the following duties, while embracing our Core Principles:

- Engaged Employees: All employees have an obligation to understand; who we are, why we are here and where we are going.
- Customer Driven: Everything we do is driven by our passion to support our customers.
- Results Oriented: Good intentions and taking action aren't enough – we need to get results
- Respectful Communications: It is okay to disagree – it is not okay to be disagreeable
- Fairness: We will be fair in our dealings with each other, our customers and suppliers, and our communities.

Essential Duties and Responsibilities include the following. Other duties may be assigned.

- Holds part against buffing or grinding wheel; hand polishing.
- Glass-beading and lite-deburring or polishes parts.
- Uses abrasive belts and wheels of multiple grades
- Backstand polishers and buffing guards
- Laser Marking
- Product Assembly
- Changes tools on powered equipment, Dye Grinder and Pneumatic tools.
- Sets up abrasive wheels and determines grade of abrasive to use
- Assist Finisher 3 with process and set up
- Applies abrasive compound, wax, or other dressing to facilitate cleaning or polishing
- Secures workpiece and guides abrasive polishing wheel over workpiece to remove scratches and other defects from metal surface.
- Moves buffing brush over surfaces of workpiece to remove fine scratches and to achieve specified finish.
- Follow instructions on router and review print for instructions; polishes per print.
- Trains and provides quality control for Finisher 1 and Finisher 2.
- Familiar with product lines and can question instructions for clarification
- Provide management with updates on performance and training

Supervisory Responsibilities: This job has no supervisory responsibilities.

Competencies

To perform the job successfully, an individual should demonstrate the following competencies:

- Adaptability
 - Accepts criticism and feedback
 - Adapts to changes in the work environment

- Changes approach or method to best fit the situation
- Manages competing demands
- Cooperation
 - Displays positive outlook and pleasant manner
 - Establishes and maintains effective relations
 - Exhibits tact and consideration
 - Offers assistance and support to co-workers
 - Works actively to resolve conflicts
 - Works cooperatively in group situations
- Dependability
 - Commits to doing the best job possible
 - Follows instructions, responds to management direction
 - Keeps commitments
 - Meets attendance and punctuality guidelines
 - Responds to requests for service and assistance
 - Takes responsibility for own actions
- Problem Solving
 - Develops alternative solutions
 - Gathers and analyzes information skillfully
 - Identifies problems in a timely manner
 - Resolves problems in early stages
 - Works well in group problem solving situations
- Teamwork
 - Balances team and individual responsibilities
 - Contributes to building a positive team spirit
 - Exhibits objectivity and openness to others' views
 - Gives and welcomes feedback
 - Puts success of team above own interests

Qualifications: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience

High school education or GED; and 5 or more years of related experience or training; or equivalent combination of education and experience.

Language Skills

Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write simple correspondence. Ability to effectively present information in one-on-one and small group situations to customers, clients, and other employees of the organization.

Mathematical Skills

Ability to add and subtract two digit numbers and to multiply and divide with 10's and 100's. Ability to perform these operations using units of American money and weight measurement, volume, and distance.

Reasoning Ability

Ability to apply common sense understanding to carry out detailed but uninvolved written or oral instructions. Ability to deal with problems involving a few concrete variables in standardized situations.

Computer Skills

None required.

Certificates, Licenses, Registrations

None required.

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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this Job, the employee is regularly required to stand; use hands to finger, handle, or feel; reach with hands and arms and talk or hear. The employee is frequently required to stoop, kneel, crouch, or crawl. The employee is occasionally required to walk; climb or balance and taste or smell. The employee must regularly lift and/or move up to 10 pounds, frequently lift and/or move up to 25 pounds and occasionally 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 ability to adjust focus. Must be able to wear a mask.

Work Environment: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this Job, the employee is frequently exposed to moving mechanical parts and toxic or caustic chemicals. The employee is occasionally exposed to fumes or airborne particles. The noise level in the work environment is usually loud.

Acknowledgements

The above job description is not intended to be an all-inclusive list of duties and standards of the position. Incumbents will follow any other instructions, and perform any other related duties, as assigned by their supervisor.

ACKNOWLEDGED: Employee Signature

DATE

PRINTED NAME