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|----------------------------|---------------------------------|------------------------|--------------------------------------|
| <b>Job Title</b>           | <b>Machine Operator L1</b>      | <b>Employed Status</b> | <b>At-will</b>                       |
| <b>Location/Department</b> | <b>Warehouse</b>                | <b>Travel Required</b> | <b>No</b>                            |
| <b>Salary Range</b>        | <b>\$15 - \$17 per hour</b>     | <b>Position</b>        | <b>Full-time/Day Shift/40hr week</b> |
| <b>Reports To</b>          | <b>Shop Lead</b>                | <b>Direct Reports</b>  | <b>No</b>                            |
| <b>Comp Category</b>       | <b>Non-Exempt / Hourly Paid</b> | <b>Remote Worker</b>   | <b>No</b>                            |

#### Job Rationale

##### Job Purpose:

The machine operator manufactures and fabricates industrial fasteners customers.

##### This role interacts with:

Role interacts regularly with other machine operators and the shop office staff.

##### Job Importance:

Business Critical - Inventory must made for customers on time and accurately to specifications.

##### Financial Responsibility:

None.

#### Organization Overview:

Industrial Threaded Products, Inc. (ITP) is a \$22m company experiencing annual growth and recent expansion through acquisition of Construction Tool and Threading. The continued success of ITP is entirely dependent on the sales, distribution and manufacture of threaded products and fasteners. The Brea, CA headquarters hosts centralized accounting, sales and purchasing functions as well as packaging and kitting operations and is the Southern Californian base for directors of the business. Fabrication and manufacturing operations sit within the Rancho Cucamonga, CA facility and the Fresno, CA hub services Northern California. All sites deliver to customers, manage VMI's and offer will-call. ITP has been family owned and operated since 1979 servicing the Western United States. ITP's core business is the construction industry, but our industry knowledge is diverse and satisfies several industries and market segments. Our fundamental strength rests in our customer service, product knowledge and value pricing. ITP is the "go to" company for both standard and hard to source fastener needs.

#### ITP's Core Values

Our core values are intrinsic in all we do, and all employees must learn and work to them in all they do:

**S**erving (*we thoroughly enjoy providing a level of quality & service that goes far beyond what is expected*)

**H**ardworking (*we are passionate and will outwork any competitor with efficiency and relentless focus*)

**I**nnovative (*we choose to be a solutions-driven company committed to strategic innovation*)

**R**elational (*people matter deeply to us and we treat them with the highest level of respect and loyalty*)

**T**rusted (*we are honored by the level of trust given to us by our customers and we embrace our reputation*)

#### Physical Requirements

#### Training Plan

**Physical Activity:-** High impact activity  
**Strength:-** High Levels required  
**Agility:-** High Levels - ability needed to bend, reach, sit or stand, walk, lift, stretch for long periods  
**Frequency:-** Majority of week involves moving / lifting parts into machines, changing positions and use

- 30, 60 and 90 day training and mentoring plan to work to upon hire
- 90 Day Performance Review
- Mentor to work with (ongoing).

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| <p>of power trucks.</p> <p><b>Duration of effort:-</b> Entire Shift. Standing, Lifting and moving, operating a forklift, phone and computer, sitting, bending, leaning and reaching will be required for much of each working day.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |  |
| <p><b>Essential Functions of the Role</b></p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |  |
| <p>Communication (5%)</p> <ul style="list-style-type: none"> <li>Communicating daily to establish workload requirements between team and shop lead</li> <li>Escalating issues to WM</li> </ul> <p>Administration (10% of role)</p> <ul style="list-style-type: none"> <li>Update and use P21 system (daily)</li> <li>Manage paperwork systems in all areas, packing notes/picking notes, shipping/receiving notes etc – reading orders/pick notes/part specifications</li> </ul> <p>Workload (70% of role)</p> <p>Running your own workload once briefed, use of a variety of industrial machinery including, but not limited to:</p> <ul style="list-style-type: none"> <li>Autofeed Bandsaw</li> <li>Belt Sander</li> <li>Threader</li> <li>Chamfering Machine</li> </ul> <p>Processes and Health and Safety (10%)</p> <ul style="list-style-type: none"> <li>Lock out tag out</li> <li>Safely operating machines, use of PPE/guards ‘as trained’</li> <li>Safe use of oils and chemicals and waste materials and spills</li> <li>Attending Monthly Safety Meetings</li> <li>Adhering to manual handling safety</li> <li>Ensuring movement around the machine shop operation safely – use of headwear under crane</li> <li>Ensuring wear of harnesses and seat belts when operating power trucks</li> <li>Replacement of safety materials *eg damaged safety / fall harnesses – eye wash stations / PPE</li> </ul> <p>Following responsibilities are calculated as (5% collectively) and carry over into the above categories</p> <p>Inventory Management</p> <ul style="list-style-type: none"> <li>Actively learn products and gain product knowledge</li> <li>System entries, accurate and timely system input required</li> </ul> <p>IT systems</p> <p>Regular use VOIP telephone system / overhead pa system / Label printers, fax, PC, printers and ERP</p> <p>Targets and Goals</p> <p>Daily, weekly, monthly, quarterly and annual goals should be understood and met as set by your Warehouse Manager.</p> <p><b><i>This is not an exhaustive list and other duties related to purchasing processes may be required. ITP is ADA compliant and welcomes requests for accommodations to the listed essential duties.</i></b></p> |  |

## Person Requirements:

### REQUIRED:

- High School diploma or equivalent
- (1 year) experience in warehouse environment
- Strong computer skills, with ability to use Outlook, Excel, Word (programs and software)
- Ability to learn and use company's ERP system
- Strong verbal and written communication skills
- Strong in-person communication skills
- Good mathematical aptitude and skills.
- Strong persuasive and interpersonal skills
- Strong attention to detail / levels of accuracy
- Ability to pre-empt, identify and meet business' needs and requirements
- Strong problem-solving ability
- Excellent time management skills
- Experience in running logistics / own fleet

### DESIRABLE

- Experience in the fastener industry
- Experience in construction or waterworks industries
- Experience of using Epicor P21 ERP system
- Bi-Lingual is a plus (Spanish)