



Job Description Temporary--Production

Revision Date: July 2021

Essential Functions:

- Prompt and reliable attendance
- Work required schedules (Monday-Thursday Day Shift 6am-4:30pm and Nights 7:30pm-6:00am) with occasional overtime
- Comply with all safety requirements
- Clean work areas and machinery applying 6S methods
- Communicate with and provide feedback to co-workers, Team Leaders, Group Leaders, engineers, management and others as necessary
- Obtain necessary information to complete orders
- Read work instructions
- Operate various hand tools (i.e. screw gun, frill, drill press, etc.)
- Identify and sort parts, hat styles, brands, accessories, colors, and suspension types
- Inspect parts and finished product for quality conformances
- Move part totes and gaylords
- Assemble products
- Operate various presses and machines
- Package finished product for shipment
- Apply proper shipment labeling to shipment boxes
- Verify shipment information with order specifications (i.e. correct product and quantity to be shipped)
- Work in other departments as dictated by business needs

Physical Requirements:

An employee may be required to perform the following functions all or a considerable part of their work day:

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|------------------------------|---------------------------|
| --Seeing (Acuity-near) | --Turning or twisting |
| --Handling | --Fingering |
| --Eye-hand-foot coordination | --Feeling |
| --Ordinary communication | --Sitting |
| --Ordinary hearing | --Standing |
| --Lifting up to 40 pounds | --Walking |
| --Carrying up to 40 pounds | --Pushing up to 60 pounds |
| --Reaching | --Squeezing |

Disclaimer:

This job description is not intended and should not be construed to be an exhaustive list of all responsibilities, skills efforts or working conditions associated with the job; it is intended to be an accurate reflection of those principal job elements essential to the job. Incumbents may be required to perform other duties as assigned or as required by the needs of the business.

Bullard retains the discretion to change or add to the duties of the position at any time.

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