



## Job Description

**Job Title:** Production Tech  
**Department:** Production  
**Location:** (40) Insteel Wire Products, Gallatin, TN  
**Reports to:** Production Team Leader  
**FLSA Status:** Nonexempt/Hourly

### SUMMARY

Performs set ups, changeovers, adjustments, and quality checks for producing product consistent with company and customer standards. Works daily to ensure assigned areas of responsibility are working at risk lowered to ALARA specifically in an effort to achieve ZERO HARM.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following:

**Carries out responsibilities in accordance with the organization's policies and applicable laws.**

Must adhere to the company's Vision/Value Statement and work in a team environment. Other duties may be assigned.

### **Safety:** (Continuous)

- Practices safe work habits as an individual and with co-workers.
- Adheres to guidelines related to PPE.

### **Strand Line Operator**

#### **Quality Assurance:**

- Must follow departmental SWC's.
- Performs visual and mechanical quality inspections on incoming product.
- Inputs information into computer and completes manual worksheet.
- Documents all non-conformances, in addition to welds and splice locations accurately.
- Performs all quality checks including, lay length, miccing wires, chart parameters, and physical parameters per SWC's.
- Conducts weld tests.

#### **Operations:**

- Changes dies and make adjustments to furnace, water, etc. per process requirements.
- Performs set-ups/changeovers on machines.
- Makes adjustments to process parameters to insure a quality product. Observes and documents all process parameters.
- Repairs breaks in a timely fashion.
- Makes timely spool changes including welds.
- Inputs information into computer and records all process information manually.

#### **Housekeeping:**

- Housekeeping-maintains a clean work area.
- Assist's with scrap disposal.

## **Draw Machine Operator**

### **Quality Assurance:**

- Must follow departmental SWC's.
- Performs quality inspections on production.
- Inputs information into computer and generates identification ticket.

### **Operations:**

- Performs set-ups/changeovers on wire drawer.
- Make adjustments to the wire drawers. Observes cosmetic appearance of drawn wire and monitors the machine (add, change and stir soap).
- Repairs tangles and breaks.
- Changes dies on wire drawers.
- Moves finished drawn wire to storage area as necessary.

### **Housekeeping:**

- Housekeeping-maintains a clean work area.
- Assist's with scrap and spent lube disposal.

## **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.

## **EDUCATION and EXPERIENCE**

The education requirements and experience requirement listed here indicates the minimum basic educational knowledge and minimum previous work-related experience required by the job duties of the position.

### **Education:**

High School diploma or equivalent; ability to complete simple forms and understand simple written instructions. Ability to perform simple arithmetic skills involving addition, subtraction, multiplication, division, fractions and decimals.

### **Experience:**

Work-related experience desired, not mandatory.

## **CERTIFICATES, LICENSES, REGISTRATIONS**

None

## **INITIATIVE AND INGENUITY**

Requires the use of judgment to plan, perform and make decisions as to the sequence of setups, operations and processes within the limitations of recognized or standard methods and procedures

## **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.

### **Continuously (70-100%):**

Talk or hear (normal or corrected)

**Frequently (30-70%):**

Lift, carry, push or pull up to 60 pounds  
Stretch  
Stand  
Walk and move around  
Rotate body from a standing position  
Use hands to feel, touch, grasp or grip tools, objects, or handles  
Perform repetitive movements

**Occasionally (Up to 30%):**

Lift, carry, push or pull more than 100 pounds  
Bend, stoop, kneel, crouch or crawl  
Reach overhead with hands and arms  
Sit  
Rotate body from sitting position  
Vision requirements of this job include:  
Constant observation  
Near acuity  
Far acuity  
Depth perception  
Peripheral vision  
Dim or bright lights  
Frequent change of focus

The use of mechanical controls include:

Buttons  
Knobs  
Levers  
Crank  
Pedals

**EQUIPMENT USED**

**Continuously (70-100%):**

Machinery such as stranding machine, bander, welder, and air cutter with responsibility for repair, adjustments, and set ups.

**Frequently (30-70%):**

Vehicles/heavy equipment such as crane.  
Measuring devices such as micrometer.

**Occasionally (Up to 30%):**

Hand tools  
Computer

**WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. **The employee is responsible for**

**minimizing accidents within the facility and for following established safety policies and procedures during performance of this job.**

Good working conditions

**Continuously (70-100%):**

Moving or dangerous machinery  
Loud noise

**Frequently (30-70%):**

Heat (non-weather)  
Cold (non-weather)

**Occasionally (Up to 30%):**

Wet or humid conditions  
Slippery floors, ramps, etc.  
Vibration  
Outside weather  
Dust  
Electrical shock hazard  
Oil, grease, solvents

**REQUIRED PROTECTIVE CLOTHING/DEVICES**

**Continuously (70-100%):**

Earplugs  
Safety goggles/glasses  
Safety shoes

**Occasionally (Up to 30%):**

Masks  
Hard hat  
Gloves