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| Job Title | Automation Technician | Levels | 1, 2, 3 |
| Department | Assembly | Classification | Non-Exempt |
| Report To | Assembly Operations Manager | Benefits | All |
| Day Shift | Mon-Thurs, 10 hours: 8:00am-5:00pm + flex time | Background Checks | Previous Employment: Yes I-9: Yes Criminal: Yes Drug & Alcohol Test: Yes |
| Travel | Supplementary | | |
| Status | Full Time - 40 hours, OT required at times | | |

General Purpose:

To build packaging equipment from beginning to end with a high level of quality by applying mechanical and electrical knowledge. Receives direction from experienced technician to ensure the machine is assembled to specifications. All areas of work must be performed with high levels of efficiency. May be required to travel occasionally to assist in initial system setup.

Essential Functions:

- Builds mechanical assemblies according to prints
- Routes hoses, wires, and cables in a clean and functional manner
- Determines and reports defective materials or questionable conditions to technician in charge of project
- Ensures the customer’s machine has a quality cosmetic appearance upon completion
- Performs basic diagnosis, testing, and repairs
- Packs and crates machinery carefully for shipment
- Displays a positive attitude everyday
- Promotes the company and fellow employees in a positive manner at all times
- Shows a strong eagerness to learn
- Shows initiative towards excelling with the company
- Cleans and organizes work area daily
- Maintains personal appearance in a professional manner
- Attends and participates in company meetings

Supplementary Functions:

- Completes peer evaluations if requested

Education, Experience and Qualifications:

- High school diploma or GED equivalent
- Experience in manufacturing a plus
- A two year degree in Manufacturing, Electrical, Machine Assembly Technology, etc is a plus

Job Knowledge, Skills and Abilities:

- Uses hand tools and power tools at a skillful level
- Reads and understands prints for assembly of mechanical hardware





- Reads and understands basic electrical prints for wiring on assemblies
- Demonstrates intermediate mechanical knowledge
- Demonstrates basic technical mathematical knowledge
- Demonstrates basic to intermediate electrical knowledge
- Displays great attention to detail
- Exhibits a “think like the business owner” mentality
- Must be able to work independently
- Must be able to work together as a team to reach the common goal
- Must be able to understand both verbal and written instructions and follow them with precision
- Exhibits clear communication (verbal and written)
- Demonstrates basic computer literacy with computer programs such as MS-Word, MS-Excel, MS-Outlook, and/or business software

Working Environment:

Manufacturing environment: may be exposed to loud noises, sharp tools, jagged material, aluminum and plastic shavings, machinery that has moving parts, and exposed electrical or electronic circuitry

Physical Requirements:

- Lift up to forty pounds
- Ability to regularly sit, stand, bend, reach, and move about the facility