



JOB DESCRIPTION

Position Title: Production Associate

Department: Manufacturing

Reports To: Production Supervisor

Reports: None

Basic Function/Job Summary:

The Production Associate is a member of the Manufacturing Team and is responsible for completion of production duties and quality goals that support the company's strategic and tactical goals as a manufacturer of parachutes and parachute components.

This position works with and supports other Production Associates, the Production Lead and Production Supervisor to achieve the desired Strategic Objectives of the organization while embracing Mills Vision and Values that define how we do business as a company.

Responsibilities/Scope:

- Operate production equipment to create items by approved methods and processes successfully meeting departmental, production and quality goals in a safe manner
- Read & understand basic English
- Interpret/read Manufacturing Work Instructions (MWI's), inspection checklists
- Ability to effectively use verification tools such as a ruler, tape measure and stitch counter
- Maintain good housekeeping of work area
- Maintain equipment/machines properly (ex. Oiling) performing required PM.
- Ability to work in a team environment

JOB SPECIFICATION INFORMATION:

Producing finished products might include but are not limited to:

- Sewing Operations
- Hand Stitching
- Cut-Mark-Assembly
- Inspection
- Stamping
- Repairing items
- Line Insertion
- Other duties and responsibilities may be assigned according to business needs

Must be able to independently lift up to 35 pounds

Education Required:

Minimum: Grade school up to High School degree or equivalent

Preferred: High School Diploma or equivalent

Experience And /Or Capability Required:

Minimum: Good work history in public jobs

Preferred: Knowledge of sewing operations and the manufacturing environment

Contacts with Others:

- Primary interaction with Production Associates
- Regular interaction with Production Lead and Production Supervisor
- Establish and maintain good interpersonal relationships and communications with all levels of the organization to ensure positive employee/management relations

Responsibility for Confidential Data/Confidentiality:

- Confidentiality of all privileged information relating to employees, products or management of the company will be maintained