JOB DESCRIPTION

| **TITLE** | PRODUCTION TECHNICIAN | | |
| --- | --- | --- | --- |
| **Reports To** | [Insert Title] | | |

**Job Purpose**

The Production technician assembles and tests products before selling them. They test and examine products to ensure they are defect-free and work properly. The Production Technician works closely with the QA team to test manufactured goods.

The successful Production Technician is a problem solver who has a superb eye for detail and can detect flaws easily.

**Duties and Responsibilities**

Overall Responsibilities:

* Ensuring the availability of materials for production
* Examining and testing completed products
* Identifying flaws in production or manufactured product
* Examining machinery and tools to identify defects or broken parts
* Communicating production problems and suggesting solutions to quality assurance
* Establishing quality standards and ensuring that workers adhere to them
* Educating employees on health and safety regulations on a regular basis
* Developing preventive maintenance procedures
* Organizing training sessions for coworkers and employees
* Keeping abreast with efficient production methods and equipment maintenance techniques
* Performing other related duties

**Qualifications**

* X-year work experience in the production department or other related department
* A degree in industrial engineering technology or a related field.
* Trade certification in manufacturing technology, or a related field is required/an asset.
* Knowledge of health and safety standards

**Core Competencies**

* Excellent motor skills and the ability for precise assembly
* Superb attention to detail and can easily spot flaws
* Strong ability to follow directions
* Excellent analytical and problem-solving skills
* Efficient time management and the ability to work independently per a production schedule
* Excellent written and verbal communication skills

**Working Conditions**

* Work a standard schedule [INSERT SCHEDULE e.g. 8 AM to 5 PM, Mondays to Fridays]
* Work involves moving quickly and being on one’s feet for long hours
* Work may require lifting heavy loads of up to X pounds, etc.
* May involve use of power tools.
* May involve exposure to potentially dangerous chemicals or fumes, but ventilation systems may minimize harmful effects
* May involve exposure to distracting or uncomfortable sounds and noise levels
* May require working in shifts
* May require working long hours
* Overtime and hours outside of the typical working schedule may be required