

Job Description

Industrial Painting / Crating Specialist

Department:	Inventory Control	Job Grade:	Non-Exempt
Reports To:	Assembly Supervisor	Job Location:	Horseheads, NY

INDUSTRIAL PAINTER ESSENTIAL DUTIES AND RESPONSIBILITIES include the following: Additional duties may be assigned.

- Mixes paints and other solutions based on directions, SDS and specific experience.
- Operates a spray painter or other equipment to apply industrial paint finishes on metals or products.
- Follows all required safety procedures including PPE use, HazCom, OSHA
- Performs touch up and finish repair of machine components as required.
- Monitors optimum performance of Spray booth, mixing room and other equipment
- Disposes of VOC sprays and other chemicals in safe, responsible fashion.
- Cleans spray equipment in preparation of next painting opportunity.
- May paint items by hand as needed.
- Completes finishing, monitors drying to ensure desired results.

CRATING SPECIALIST ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Additional duties may be assigned.

- Process finishing/ crating of orders picked from stockroom,
- Provide labels via carrier's software and provides weights and dimensions to shipping group.
- Chooses or creates appropriate skid or box for desired shipment.
- Matches pick lists from CSR to provide weights/dimensions to shipping.
- Operates radial arm saw, chop saw, air wrench, pneumatic nail guns, staplers, drill drivers, and drill impact and a variety of hand-tools.
- Maintains and operates the Instapak Foam Packing System and heat shrink plastic sheeting to seal and protect equipment for various forms of transportation.
- Utilizes material handling devices in the Packing/Crating area (lift trucks, pallet jacks, cranes & hoists, corrugating machine, etc.).
- Designs and installs blocking and bracing within machines and containers for machines.
- Completes final machine prep before shipment, remove and pack fragile items, install covers, some final assembly and paint touch up, etc.
- Climb steps ladders multiple times per day in order to access products and machinery.

BASIC DUTIES & RESONSIBILITIES include the following. Additional duties may be assigned.

- Performs assembly activities when necessary.
- Performs minor maintenance and painting tasks.
- Assists with machine movement on and off the test loops.
- Maintains and orders shipping materials.
- Completes daily checklist on fork truck.
- May be requested to work with a new hire for training for a specified period.
- Maintains a clean and safe work environment by adhering to the safety guidelines and procedures outlined by the company.

SUPERVISORY RESPONSIBILITIES

This job has no supervisory responsibilities.

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TRAVEL

No travel required.

EDUCATION and/or EXPERIENCE

High school diploma or general education degree (GED) preferred; Typically requires 1-3 years of related painting experience and 6 to 18 months related experience crating and/or training preferred; or equivalent combination of education and experience.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

LANGUAGE SKILLS

Ability to read, analyze, and interpret technical procedures, or governmental regulations. Ability to read, understand and perform technical procedures.

MATHEMATICAL SKILLS

Ability to apply concepts of basic algebra, math and geometry.

CERTIFICATES, LICENSES, REGISTRATIONS

Lift Truck Certification

REASONING ABILITY

Ability to apply common sense understanding to carry out written or oral instructions. Basic problem solving skills are essential.

COMPUTER SKILLS

Basic knowledge of Windows operating system and ERP system.

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.

While performing the duties of this job, the employee is regularly required to use hands to touch, handle, or feel objects, tools, or controls; reach with hands and arms; and talk and hear. The employee is frequently required to stand or sit for long periods of time based on the job requirements. The employee is occasionally required to stand; climb or balance; and stoop, kneel, or crouch. The employee must frequently move up to 25 pounds and occasionally move up to 50 pounds. Common sense should be used, if the item is more than can lift comfortably get help and/or use a forklift or hoist.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is occasionally exposed to moving risk of electrical shock. The noise level in the work environment is usually moderate.

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Employee Signature: _____ Date: _____