
POSITION: Support Technician
LOCATION: Houghton, Michigan
CLASSIFICATION: Non-Exempt
REPORTS TO: Production Manager

Position Description

Support Technicians are responsible for preparing raw material parts for the assembly of machines. Somero® quality standards, procedures and documents must be maintained and followed. Support Technicians must be self-motivated and work well in a team environment.

Principal Accountabilities

- Raw material part prep including cleaning, blasting, paint prep, painting, grinding and mechanical sub-assemblies
- Complete monthly build schedule for successful customer shipments
- Interpret a variety of instructions furnished in written, oral, diagram or schedule form
- Responsible for maintaining bill of material accuracy to ensure inventory
- Proactively report issues that may hinder build schedule to Team Supervisor
- Report any quality issues to proper personnel including Team Supervisor, Quality or Production Manager
- Follow all ISO Company policies and procedures
- Work safely in a manufacturing environment and follow all company safety policies and procedures

Attributes

- Ability to solve problems using existing systems and processes
- Detail oriented, accurate and maintain excellent follow-through
- Excellent verbal communication and strong listening skills
- Capable of following processes and initiate process improvements
- Maintain a positive attitude in high-pressure situations
- Adaptable to changing work responsibilities and production
- Must be self-motivated and work well independently or in a team-oriented environment
- Ability to work effectively with other departments within the organization

Desired Education/Experience

- High School diploma or equivalent required
- Good reading skills to follow assembly documents required
- 1-3 years of part prep experience preferred
- Basic computer skills preferred
- Inventory handling experience preferred
- Basic mechanical aptitude preferred

Working Conditions

- Ability to work extended hours as business needs dictate
- Ability to obtain forklift and overhead crane certification
- Ability to regularly lift up to 50 pounds
- Frequently remain in a stationary position such as standing
- Frequently kneel and bend
- Foot Protection (i.e. Steel or Composite Toe Boots) required
- Employee must possess manual dexterity required for using hand tools and operating machinery



- Ability to obtain medical certification and pass fit testing for respirator usage

Job Description Acknowledgement: I have received, reviewed and discussed any questions I may have had about this job description prior to signing this form.

Printed Name: _____

Signature: _____

Date: _____