



Method Sheet and Buddy Check Sheet Operator

Reports to: Routings Supervisor

Department: Manufacturing Engineering

FLSA Status: Non-Exempt

Shift: 1 (Days)

JOB SUMMARY:

Create and revise method sheets and buddy check sheets and ensure all are current.

ESSENTIAL FUNCTIONS:

1. Work with engineering and production personnel to create and revise method sheets and buddy check sheets
2. Take and edit digital photographs to depict the work content
3. Use standard symbols, terminology and color coding to create and update method sheet and buddy check sheet work content
4. Operate various office equipment such as copier, laminator and digital camera.
5. May assist in other projects as needed.

ADDITIONAL RESPONSIBILITIES:

Performs special projects as required.

JOB QUALIFICATIONS:

- Experience in Microsoft Word, Excel and Paint or other similar photo shop programs
- Ability to operate a digital camera and down load pictures to a computer
- Ability to read Red Dot drawings
- Attention to detail
- Good mechanical aptitude
- Ability to type approximately 40 words per minute preferred
- Experience with CAD programs preferred
- Familiar with electronic servers and electronic filer storage methods preferred

DESIRED QUALIFICATIONS:

1. High school graduate (or equivalent), business school certificate preferred
2. Ability to operate a personal computer
3. One year of related work experience in manufacturing and documentation preferred
4. Friendly, courteous and ability to work well with others

TO APPLY:

For Internal Candidates: If interested, please submit your Statement of Interest to Human Resources. A cover letter and resume are suggested, but not required.

