

	PRODUCTION POSITION DESCRIPTION	Author Arthur Thomas Director of Operations
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Job Title

Engraving and Labels Technician

Department

Production

Position Reports to

Director of Operations

Position Objective

Manufactures labels and plates as required by the Engineering and/or Production Departments in compliance with industry, company, or customer standards

Essential Job Duties & Responsibilities

- To design, lay out, and engrave panel nameplates and legend plates
- To cut out templates and bezels to assist in panel construction
- To generate terminal labels, component labels, and wire markers
- To fill miscellaneous label/engraving requests from customers and field engineers
- To review related project specifications and confer with engineers, project managers, and other staff
- To maintain records of assigned projects and work completed
- To train employees on the operation of label machines
- To order supplies and materials necessary for the completion of assigned projects
- To conduct routine inspections of assigned equipment to insure equipment is in proper working order
- To maintain assigned equipment, making minor adjustments as needed
- To monitor related software and report problems to tech support; to upgrade related software as upgrades become available
- To clean work area, machines, and equipment
- To maintain safety practices and procedures
- To keep management informed about the reliability of tools and equipment
- To work well with others

Secondary Job Duties & Responsibilities

- To generate labels for general office purpose
- To assist other departments of time permits or as assigned
- To serve as a back-up to other related positions
- To serve as a member of various employee committees as assigned

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- Salesman (always represent the Revere solutions/culture/work ethic in all interactions with vendors, customers, potential customers, employees, and potential employees)

Position Skills/Qualifications

- Graduation from high school or GED equivalent and some responsible, related work experience, or any combination of education and work experience which demonstrates the ability to perform the job
- Skill in operation of the listed tools and equipment
- Ability to follow proper methods, procedures, and safety precautions of line work
- Ability to understand and follow oral and written instructions
- Ability to read labeling schedules, wiring diagrams, and schematics
- Organization skills
- Working knowledge of Windows

Special Requirements

None

Tools and Equipment Used

Personal computer, including Window-based software; telephone; fax machine; copiers; printers; various engraving machines and related software, including but not limited to the Xenotech Engraving Equipment; various plotters and related software, including but not limited to the Phoenix Plotter and CMS Mark terminal labeling software; various label makers, including but not limited to the Brady Label Mark; sharp instruments, such as razors and cutters; company vehicles and various motorized equipment

Physical Demands

The physical demands described herein 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.

- Working safely is a condition of employment.
- Hand-eye coordination is necessary to operate tools, computers, and the various machines and equipment.
- While performing the duties of this job, the employee is frequently required to use hands to finger, handle, feel or operate objects, tools, or controls and to reach with hands and arms.
- The employee is occasionally required to sit, stand, walk, climb or balance, stoop, kneel, crouch, or crawl, talk or hear.
- The employee must occasionally lift and/or move up to 100 pounds.
- Specific vision abilities required by this job include close vision, depth perception, and the ability to adjust focus.

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Work Environment

The work environment characteristics described herein are representative of those an employee encounters while performing the essential functions of this job.

- While performing the duties of this job, the employee mostly works indoors in a shop setting.
- The employee occasionally works near moving mechanical parts.
- The noise level in the work environment is usually quiet to moderately noisy

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

This job description does not constitute an employment agreement between Revere Control Systems and the employee and is subject to change by Revere Control Systems as needs of the company and requirements of the job change.

Employee Signature

Date