

QUALITY SYSTEM

ALLIANCE MACHINE INC.

JOB DESCRIPTION AND SPECIFICATION

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Employee Name: _____		<input type="checkbox"/>	PERMANENT
Position: <u>DEBURRING/ASSEMBLY SPECIALIST</u>		<input type="checkbox"/>	TEMPORARY
Hire Date: _____		<input type="checkbox"/>	SUB-CONTRACTED
Reports To: <u>Team Lead/Production Manager</u>			
<i>Deburring/Assembly Specialist must possess the ability to perform the following:</i>			
<ul style="list-style-type: none">• Deburrs parts per; Job Traveler operation instructions, or specific part number SOP, and drawing specifications.• Ability to use shop equipment like de-burring tools, power grinders, hand tools, and vibratory de-burring in a manner that will consistently meet customer specifications, or related instruction.• Install hardware into parts or subassemblies per drawing specification and/ or Job Traveler instructions using prescribed tools or fixtures.• Ability to interpret travelers, part specific SOP's, engineering specs, drawings, blueprints and a working knowledge of GD&T.• Maintains production standards as set on Job Traveler and records information in operating system.• Maintains equipment and supplies per developed standards.• Interacts well with co-workers and is an asset to the company.• Keep supervisor informed as needed or required.• Possess an understanding of ISO 9001:2000, AS9100 requirements.• Possess a clear understanding of Alliance Machine's core values.• Keeps assigned work area clean and organized to company standards.• Does work as apparent or assigned.			
Specified Requirements Acknowledgment:			
Alliance Machine INC. acknowledges this employee meets the minimum qualifications for this position, and is pre-qualified to perform:			
Equipment Operations	<input type="checkbox"/>	Blue Print interpretation	<input type="checkbox"/>
Test & Inspections	<input type="checkbox"/>		<input type="checkbox"/>
Basic Computer Operations (MS Office)	<input type="checkbox"/>		<input type="checkbox"/>
	<input type="checkbox"/>		<input type="checkbox"/>
Minimum Qualification and Experience Requirement:			
1-3 years of assembly and/or deburring experience.			
Date	Course or Skill Acquired	Trained By	Certificate or Qualifications

I have received full instruction on the scope and nature of this job description and fully understand my position responsibilities and accept this responsibility and full authority as prescribed.

Employee Acknowledgement:

Approved By: Harold Kluge
Title: Quality Manager

UNCONTROLLED DOCUMENT

QUALITY SYSTEM

Employee Name

Employee Signature

Date

Approved By: _____
Title: _____

Issue Date: mm/dd/yy
Form (#), Rev (#)