



PCI Manufacturing Job Description

Job Title Laborer for PCI Manufacturing

Job Summary

Reporting to the appropriate management of PCI Manufacturing, the Laborer is a semi-skilled position responsible for assisting with manufacturing operations and occasionally for the upkeep, maintenance, and repair of PCI Manufacturing's buildings, property, grounds, and premises. This job description is not an all-inclusive list of the duties and responsibilities of this position.

Job Classification

This position is classified as non-exempt

Duties and Responsibilities

- Primary duty is to assist manufacturing operations in manual labor duties for machining, small fabrication, heavy fabrication, and material handling as assigned.
- Assists operations consisting of tasks utilizing hand tools, power tools, and material handling equipment.
- Organize assigned tasks for completion alone or with help.
- Operates saws, sanders, benders, presses, etc. in the manufacturing scheme. Inspects pieces for conformance to drawings and specifications visually or with gages or templates.
- Performs daily pre-operational inspections of equipment and documents the results.
- Cleans and deburrs all parts machined/produced while also keeping tools, fixtures, and work areas clean and organized.
- Assists skilled workers with basic fabrication work.
- Assists with lifting and moving heavy metal.
- Assists shipping/receiving with task assignments as needed.
- Responsible for maintaining general site cleanliness.
- Responsible for accurately executing time tracking duties for assigned job tasks.
- Performs general maintenance and custodial duties as needed.
- Performs other duties as assigned by management of PCI Manufacturing.

Qualifications

- High School diploma or GED preferred.
- A minimum of one (1) year of verifiable related job experience required.
- Experience operating a forklift preferred.
- Working knowledge of industrial trade, practices, procedures, techniques, and safety.
- Knowledge and ability to operate tools and equipment required.
- Ability to understand and carry out oral and written instructions.
- Must maintain a record of dependability, punctuality, and willingness to learn new tasks.
- Must have physical ability to perform tasks on all areas and aspects of construction project.
- Must be able to lift and manipulate objects up to 50 lbs.



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- Must be able to work odd and irregular hours.
- Must possess valid state driver's license.
- Must be able to effectively work and communicate with other staff members and the general public.
- Ability to comply with all other requirements as specified within the Ecke and PCI Manufacturing Safety, Personnel Policies and Procedures.

Physical Requirements

The physical demands described herein are representative of those which must be met by an employee to successfully perform the essential functions of the job. Employees must possess the ability to work in a standard office or conference room setting and use standard office equipment, including a computer.

To visit other company sites, employees must be able to operate a motor vehicle and fly in an aircraft, both of which may require sitting for prolonged periods of time. Employees must possess vision to read printed materials and a computer screen; and hearing and speech to communicate in person, before groups and over the telephone. Standing in work areas and walking between work areas will be required. This position requires an employee to occasionally bend, stoop, kneel, crouch, crawl, climb or balance; reach, push, and pull drawers and doors open and closed. The employee must occasionally lift and/or move up to 50 pounds.

PCI Manufacturing LLC (PCIM) is an equal opportunity employer. PCIM does not discriminate on the basis of age, sex, race, national origin, religion, marital status, sexual orientation or identity, or disability.

*Preference may be extended to qualified Native American Indian candidates.
in accordance with applicable federal law.*



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