



**Job Description – Helper/Laborer**

<b>TPED Position Title:</b> Helper/Laborer	<b>Reports To:</b> Department Foreman
<b>FLSA Status:</b> Non-Exempt	<b>Work Schedule or Total Hours per Day:</b>

**POSITION SUMMARY:**

The Helper/Laborer is responsible for putting parts on and off the racks so that they may be prepped and ready for plating of metal finishing. May also prepare and package parts. Will perform general duties within the department.

**ESSENTIAL DUTIES & RESPONSIBILITIES:**

Essential functions are the core duties or tasks that the employee will perform. List the duties that are central to performing the most basic functions of the job.

1. Primary responsibility of the Helper/Laborer is to place parts on and off racks
2. May need to bend aluminum wires on racks to ensure parts are secure and adequately placed.
3. Will need to tighten bolts and screws with equipment and tools on saddle racks to ensure they are secure.
4. Upon completion of plating cycle will remove parts from racks.
5. If masking is on parts, will remove masking.
6. Prepare and package parts for shipping.
7. Will perform other general helper duties as needed.
8. Adhere to safety regulations.
9. Perform other duties as assigned.

**QUALIFICATIONS & REQUIREMENTS:**

Ability to communicate, read, and understand English. Ability to follow precise instructions. Good Vision. Have no hand or finger movement restrictions. Must have excellent hand/eye coordination.

**ITAR REQUIREMENT:**

Due to ITAR regulations, this position requires that the employee must be a U.S. Person (U.S. Citizen or Permanent Resident).

**PHYSICAL DEMANDS (REQUIREMENTS):**

This is a summary of all the frequency in which each of the body movements or physical demands are performed. Check all boxes according to frequency.

V. Hazards/Environment	
<b>Hazards</b>	Indoor setting 95% of the time, moderate pushing, pulling
<b>Environment</b>	Heat

VI. Physical Demands (Requirements)									
	Total Hours In 8-Hr Day					Total Hours In 8-hr Day			
	0-1 R	1-3 O	3-6 F	6-8 C		0-1 R	1-3 O	3-6 F	6-8 C
<b>Body Movements</b>					<b>Physical</b>				
<b>Bend At Waist</b>	X				<b>Lift</b>	1-10 lbs			X
<b>Twist Upper Body</b>		X				11-19 lbs			X
<b>Kneel</b>	X					20-49 lbs	X		
<b>Walk – Uneven Surface</b>		X				50+ lbs	X		
<b>Climb</b>	X				<b>Carry</b>	1-10 lbs			X
<b>Reach Above Shoulder</b>		X				11-19 lbs			X
<b>Repetitive Use of Hands</b>				X		20-49 lbs	X		
<b>a) squeezing</b>				X		50+ lbs	X		
<b>b) keyboarding</b>	X				<b>Push</b>	1-10 lbs		X	
<b>Operate Foot Controls</b>	X					11-19 lbs		X	
<b>Endurance</b>		X				20-49 lbs	X		
<b>Sit</b>	X					50+ lbs	X		
<b>Stand</b>				X	<b>Pull</b>	1-10 lbs		X	
<b>Walk</b>		X				11-19 lbs		X	
<b>Talking</b>				X		20-49 lbs	X		
<b>Hearing</b>				X		50+ lbs	X		

R = Rare (<1%) O= Occasional (1-33%) F = Frequently (33-66%) C = Continuously (66-100%)



**LIMITATIONS & DISCLAIMER:**

The statements herein are intended to describe the general nature and level of work being performed by employees and are not to be construed as an exhaustive list of responsibilities, duties, and skills required of personnel so classified. Furthermore, this job description does not establish a contract for employment and the content is subject to be changed, modified, or deleted at the discretion of the Company. In compliance with the Americans with Disability Act (ADA) and the California Fair Employment and Housing Act (FEHA), the Company will engage in the interactive process in order to determine and make reasonable accommodations with those individuals with a disability as defined by the ADA and FEHA.

**Job Description Acknowledgement of Receipt**

I acknowledge receipt of the job description and I have read and understand its contents.

Employee signature: \_\_\_\_\_ Date: \_\_\_\_\_

Employee Name: \_\_\_\_\_ Employee #: \_\_\_\_\_  
(Please Print)