

## Job Description

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

<b>Position Title:</b>	Finisher 1
<b>Reporting Relation:</b>	Finishing Supervisor
<b>Job Family:</b>	P1 / P2
<b>Classification:</b>	Hourly
<b>EEO-1 Category:</b>	Operative/Craft Worker

**Position Purpose:** Complete various steps in the finishing process such as sand, vacuum, and apply material (i.e. stain) to product.

### Essential Functions

The job duties listed below are the fundamental job duties of this position. Failure to perform any one of these duties would substantially alter the nature of the position.

- Use spray gun to apply stain
- Use rags and other materials to wipe stain and glaze
- Sand parts with abrasive pads, sandpaper, or orbital sander
- Remove or re-hang product on the line as needed
- Operate drill and screw gun to prepare for and attach drawer box clips
- Remove contaminants from parts using required method (vacuum, tac cloth or air hose)
- Repair product with appropriate materials (putty cracks, clean up interiors, correct color issues, repair scratches, remove excess glue, etc.)
- Prepare material, load and adjust pumps
- Trouble shoot problems with spray guns and make necessary adjustments to spray pattern and color issues

### Marginal Functions

- Move product into and out of work area
- Clean the work area and maintain 5S guidelines
- Get supplies
- Attend team meetings and training sessions
- Make suggestions for improvement to processes
- Participate in the stretching program
- Clean vacuum
- Refill stain bottles

- Complete MSDS labels
- Fold rags
- Load off-line carts
- Locate and return color samples
- Pound hangers
- Line tags
- Replace booth filters

**Required Knowledge, Skills, and Competencies:**

- Knowledge of quality criteria
- Ability to enter and verify information in various menus on a computer or similar electronic display and internally developed applications
- Ability to make decisions within a set of guidelines
- Ability to prioritize projects and meet deadlines
- Ability to distinguish between various wood species
- Ability to read and understand required internal paperwork
- Work with others as part of a team
- Attention to detail and recognition of discrepancies

**Other Duties:**

- Read and follow departmental Standard Operating Procedures (SOP) in the course of performing duties
- Work at speed required to maintain proper production flow and on time delivery to internal customers
- Inspect all incoming parts for adherence to quality standards and verify that own work meets standards
- Respond correctly when quality problems are identified and/or involve others as needed
- Communicate relevant information positively and effectively to others in timely manner
- Read and follow safety procedures, including Lock Out/Tag Out protocol, PPE, safety guards and shields and other safety procedures
- Promptly report all injuries and unsafe conditions
- Regular and on-time attendance for full shift schedule
- Seek and perform alternate, productive tasks to keep busy during unexpected down time
- Rotate to other production positions as needed
- Train others

**Required Education:**

High School diploma or equivalent

## Physical Demands

The physical demands described here 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.

- Stand and walk continuously
- Use hands to finger, handle, or touch continuously
- Frequent repetitive rotation and flexing of wrists to apply force
- Occasional exposure to vibration in hands and arms
- Occasionally reach above shoulders
- Frequently stoop, kneel, crouch, crawl, or bend
- Occasionally talk or hear to communicate with coworkers
- Lift up to and including:
  - 10 pounds frequently
  - 25 pounds occasionally
  - 50 pounds rarely
- Vision Requirements:
  - Clear vision at 20 inches or less
  - Color vision
  - Ability to observe an area that can be seen up and down and to the left and right while eyes are fixed on a given point
  - Three-dimensional vision, ability to judge distances and spatial relationships
  - Ability to adjust focus

## Tools/ Equipment Used

- Rags, Orbital sander, Sand paper/ Scotch-Brite pads, Touch up kit, Putty, Putty knife, Tack rags, Stain bottles, Spray gun, Vacuum cleaner, Utility knife, Glaze bottles, Glaze brushes, Cheese cloth, Color standards and color samples, Screw gun, Drill

## Protective Equipment Required

- Hearing protection is required when working in spray booths
- Safety glasses are required in all production areas
- Gloves may be required for some tasks
- Respirators are required when working in spray booth

## Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is exposed to vibration. The employee works near moving mechanical parts and is rarely exposed to risk of electrical shock. There are airborne particles present, but not to the extent of being disagreeable. The noise level in the work environment is moderate to loud, consistent with normal shop conditions.