

POSTED: 04/7/2022

POSITION: **PRODUCTION SPECIALIST**

HOURS: 40 hours
Monday – Friday: 7:00 am – 3:30 pm

RATE: \$16.20 per hour



SUMMARY:

TTI Industries contracts light manufacturing tasks to be completed by clients with disabilities. Under the direction of the Director of Manufacturing, position is part of a team of Production Specialists who supervise the work of Threshold clients performing light manufacturing duties. Duties include, but are not limited to the coordination and daily instruction of individuals with disabilities in areas of packaging, sub assembly, kitting, appropriate work behaviors, and vocational skills activities. Other duties include customer service, inspection, machine operations, shipping and receiving.

ESSENTIAL DUTIES AND RESPONSIBILITIES include, but not limited to, the following.

Client Focused:

- Instruct and supervise individuals with disabilities in daily work tasks, appropriate work methods and material handling.
- Encourage acceptable work behaviors.
- Maintain ongoing communications with staff responsible for client service coordination.

Operation Focused:

- Maintain standards as required by our Quality Management Systems.
- Set up assigned work and follow through to completion with material handling and shipping, if necessary.
- Operate agency trucks/vans to deliver and pickup customer product.
- Prepare packing lists.
- Maintain accurate production and Quality Management Systems records.
- Load and unload delivery vehicles.
- Working knowledge of and ability to operate safely machines and material handling equipment.
- Coordinate Production Aides work assignments within the team.
- Provide routine cleaning, maintenance and organization of production area and equipment.
- Maintain efficiency and flexibility under a variety of changing conditions/situations.

Nonessential Duties:

- Other duties or cross training may be assigned to ensure the stability of the program, department or organization.

QUALIFICATIONS:

- **CERTIFICATES, LICENSES, REGISTRATIONS:** Ability to obtain and maintain a forklift license.
- **COMPUTER / TECHNOLOGY SKILLS:** Microsoft Outlook, Word and Excel
- **PHYSICAL DEMANDS:** The employee frequently is required to stand; walk; use hands to finger, handle, or feel; and reach with hands and arms. The employee must frequently lift and/or move up to 25 pounds and occasionally lift and/or move up to 50 pounds.
- **TRANSPORTATION:** Essential duties typically require a valid WI driver's license and a good driving record.