

# HIX CORPORATION

Job Description Form



## Hix Corporation – Dryer Assembly

Reports to – Production Supervisor – Dryer Assembly

FLSA: Full Time – Non-exempt

Hours: 40 per week

Shift: 6am – 3pm Monday – Thursday

6am – 12pm Friday

Occasional Overtime Required No Travel Expected

## Descriptive Summary

Performs assembly operations to produce stock and special-order products, including assembly, operating machinery, fabrication, crating, and operating a forklift as well. This position may also perform other production activities, including but not limited to cleaning and maintaining equipment and the shop floor.

## Essential Duties and Responsibilities:

To perform this job successfully, an individual must be able to perform the essential duties and responsibilities of the job with or without reasonable accommodation. Duties and responsibilities may change at any time with or without notice.

- Read and interpret blueprints, sketches, or product specifications to determine sequence and methods of fabricating, assembling, and installing parts to build product.
- Modifies sheet metal components to improve fit.
- Bolts, clips, screws, and cements to fasten parts together.
- Occasionally welds brackets and other small items.
- Tends machines, such as arbor presses or riveting machine to perform force fitting or fastening operations along with presses or crimping to perform crimping of nichrome wire and making electrical connections.
- Selects correct materials according to product specifications.
- Lay out and mark dimensions and reference lines on material or use of templates.
- Set up and operate fabricating machines such as shears, brakes, presses, forming rolls and routers to cut, blend, block, form, and smooth surfaces.
- Use hand tools, drills, and other equipment to ensure conformity of parts to specifications.
- Follow wiring diagram to identify and install various electrical components and wire them together.
- Inspect assemblies and parts to ensure conformance to specifications.
- Read and interpret shipping orders and other specifications to determine size, shape of container, materials to be used, and types of supports and braces needed.
- Label crated materials appropriately with shipping destination, weight, and product type.
- Work at different workstations as production needs require.
- Request materials, parts and supplies as assigned in conformance with system to ensure availability for operations.
- Account for Inventory used, cycle counting, assembly time, and expendable materials.
- Daily contribution as a team member is expected with regular attendance and punctuality.
- Other duties as assigned.

## Mission and Vision Competencies and Skills

Mission and Vision: Hix Corporation is dedicated to innovative manufacturing of the highest quality equipment and products, serving the worldwide graphics imaging, commercial food, and industrial oven industries: cultivating a rewarding partnership with customers, employees, and suppliers.



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- **Pride:** take pride in yourself, in others and in Hix Corporation.
- **People:** treat people fair and be socially responsible. Everyone matters.
- **Partnership:** Respect and value relationships with customers, suppliers, and co-workers. Team attitude is crucial. Value open and candid communication to foster an atmosphere of success.
- **Quality:** Quality by design in our products and the work we do to exceed customer expectations. We value the quality of our environment and will maintain its cleanliness and safety.
- **Integrity:** Committed to the highest level of ethical conduct. Strive to succeed in developing safe products, great environment, equal employment practices and compliance with all laws.
- **Mathematical Skills:** Ability to add, subtract, multiply and divide two-digit numbers.
- **Language Skills:** Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write simple correspondence. Ability to effectively present information in one-on-one and small group situations to customers, clients, and other employees of the organization.

### Physical Demands/Work Environment

- Regularly stand and reach with hands and arms.
- Occasional required to sit, climb, balance, stoop, kneel, or crouch.
- Frequently lift or move up to 20lbs.
- Occasionally lift or move up to 50lbs.
- Regularly exposed to fumes or airborne particles.
- The noise level is usually moderate.
- Exposed to moving mechanical parts and vibrations.

### Education/Experience

- High School diploma or equivalent
- One-year related experience or training
- Equivalent combination of education, experience, and training.

### EEO

- Hix Corporation is an Equal Opportunity Employer.

I understand and agree to the duties and expectations of my role as outlined in this job description. I can perform the essential function of the job with or without reasonable accommodations.

\_\_\_\_\_  
Employee Name

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

Job Description: Dryer Assembly  
 Revision Date: 03/2020  
 HR Authorized Work Code: 3548  
 Job Code: 7-100DA  
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