



## Inspector/Packager

**VALUE STREAM / DEPARTMENT:** Medical Value Stream

**STATUS & PAY CLASS:** Full Time - Hourly / Non-Exempt

**SHIFT:** 3<sup>rd</sup> Shift (10% shift differential) / Overtime May Be Required  
11:00pm – 7:00am Sunday - Thursday

**WORK SCHEDULE:**

*Alternative work hours may be considered, if applicable*

**WAGE RATE:** \$18.00 to \$26.65

*Starting wage is negotiable based on previous  
knowledge/experience*

**POSITION SUMMARY:** As a Medical Value Stream Inspector/Packager, you will be responsible for the final inspection and packaging processes for the medical burr blanks produced for the medical device industry.

**I acknowledge that I have fully read and understand this job description.**

Employee Name (please print): \_\_\_\_\_

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Supervisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### Essential Job Functions

As an Inspector/Packager, you will be trained and responsible for the setup, operation, and troubleshooting of various measuring equipment that verifies compliance of final medical product prior to preparing product for shipping. Your job functions include:

- Ability to read and understand information on route cards and blueprints for each order processed
- Washing and drying of product to prepare for final inspection
- Inspecting finished product for visual defects by lot-sampling of finished dimensions for final acceptance
- Perform buffing/deburring operations to attain product conformance
- Packaging and labeling of various medical burr blanks
- Ability to use various programs to perform basic data entry, inventory processes and access files to retrieve required certifications that must accompany shipments
- Placing packaged product in correct inventory locations

Follows all company policies, ergonomic standards, and safety requirements

Perform other duties as required

- The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position



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Precision Tools, Inc.

## Essential Job Functions Continued

Regular and on-time attendance is required

- Be at work on time when scheduled to work, and remain at work throughout the established

work schedule

## Qualifications

### REQUIRED

#### **Education:**

- High school education required or an equivalent of education and experience from which comparable knowledge and abilities can be acquired

#### **Experience/Skills and/or years of specific experience:**

- Ability to read, write and perform basic mathematical functions in the areas of fractions, decimals, metrics, conversions, as well as working knowledge of basic geometry and trigonometry
- Mechanically inclined, preferred
- Ability to perform basic computer skills and the ability to operate in a Windows and non-Windows format
- Ability to establish and maintain a professional and effective working relationship with co-workers and other employees at all levels in the organization
- Effective written and/or oral communication skills to interact with employees at all levels of the organization
- Ability to carry out assigned tasks and projects to their completion with minimal supervision
- Ability to work independently and with multiple tasks
- Ability to work within an atmosphere of continuous improvement and teamwork.
- Quality oriented with attention to details
- Familiarity with LEAN principals and waste elimination are a plus
- Must be 18 years of age

#### **Additional Requirements:**

- Employment is contingent upon satisfactory completion of criminal background investigations as well as passing a post-offer, pre-employment drug screen

## Tools & Equipment Used

While acting as a Medical Value Stream Inspector/Packager the employee will be expected to use the following machinery and/or equipment:

- Dip Tanks & Parts Washer
- Bench Grinders
- Computer
- Frequent use of the following provided measuring equipment:
  - o Micrometers (Hand Held, Indicating, Bench, Blade, Beta Laser)
  - o Calipers
  - o Optical Comparators

## Tools & Equipment Used Continued

- o Vision Measuring Systems



- o Microscope
- o Ruler
- o Profilometer
- o Gages (Height, Stacking, Depth, Ring, Concentricity and Fixed Limit Gaging)


### Work Environment

- This position is subject to Vermont Precision Tools' Drug and Alcohol Free Workplace Program.
- Works within the Operations Division of Vermont Precision Tools at the Swanton Vermont Manufacturing Facility and reports directly to the Medical Team Leader/Value Stream Managers.
- The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.
- The warehouse and manufacturing work environment may require the employee to be exposed to adverse conditions:
  - o Noise
  - o Dirt/dust/odors/fumes/mists/vapor
  - o Industrial fluids/chemicals (Coolants, oils, etc.)
  - o Areas requiring attention to safety procedures when exposed to that area

### Physical Demands

**Identify physical demands typically encountered and reasonably anticipated in this position.**

- The physical demands described here are representative of those that must be met by an employee to perform the essential functions of this job
- Reasonable accommodations may be made to enable individuals with disabilities to perform the

essential functions									
 <b>Physical Demands Continued</b>									
Physical Requirement	P	O	F	C	Physical Requirement	P	O	F	C
Sitting		X			Distinguishing colors		X		
Standing		X			Communicating through writing		X		
Walking		X			Communicating through speech		X		
Climbing while balancing (Step stool/ladders)	X				Lifting/carrying 10-25 pounds			X	
Squatting/kneeling/crawling	X				Lifting/carrying 26-50 pounds	X			
Use of feet (Foot pedals while balancing- flexion)					Lifting/carrying >50 pounds	X			
Foot Action (Standing on elevated lift platform)	X				Pushing/pulling	X			
Repetitive use of fingers (picking, pinching)				X	Handling (holding, grasping, gripping)				X
Keying/Typing			X		Bending or twisting (at waist level)		X		
Feeling (Perceiving attributes of objects)		X			Reaching to side (Side bend)	X			
Hearing conversations or sounds		X			Reaching above shoulder level	X			
Seeing objects at a distance	X				Neck flexion/extension (chin to chest/chin away from chest/body)	X			
Seeing objects peripherally	X				Neck Twisting (side to side)	X			
Seeing close work			X		Repetitive wrist motion (flexion/rotation)				X
Reading		X			Overnight travel	X			
Other: (Please list and describe)									

Mark each of the above physical actions with the rating that best matches the expectations of the position, based on a week's time period, using the following scale:

**P: Present** (Less than 1% of the time), **but may or may not be essential** to the position

**O: Occasionally** (up to 33% of the time) **and essential** to the position.

**F: Frequently required** (over 34-66% of the time) **and essential** to the position.

**C: Continuously required** (over 67-100% of the time) **and essential** to the position.

Please forward signed job description to Human Resources. Thank you.