



## Black Oxide-Class X Support

**VALUE STREAM / DEPARTMENT:** Made to Stock Value Stream

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

**SHIFT:** Shift / Overtime may be required

**TRAINING / WORK SCHEDULE:** Training on  
Work on

**WAGE RATE:** \$18.00 to \$25.40  
*Starting wage is negotiable based on previous  
knowledge/experience*

**POSITION SUMMARY:** As MTS Support & Black Oxide Operator an employee will perform a variety of tasks in relation to preparation for finish grind, as well as the operation of the black oxide process. This position also includes a variety of tasks in relation to inspection & placement of finished product.

### Essential Job Functions



As a Black Oxide-Class X Support person, the employee will perform a variety of tasks pertaining to the operation of black oxide operations. The support role will help prepare product for manufacturing processes as well as perform other tasks pertaining to preparing finished product for placement into inventory.

Job functions are as follows:

**Preparing parts for production including:**

- Pulling and washing raw material
- Buffing, facing, and chamfering parts
- Verifying sizes or parts to product routing cards
- Handling, moving, and collecting of raw material/finished products upon completion of various processes.
- Will be trained, certified and expected to maintain certification for operating manual or motorized forklift and pallet jack.
- Loading and unloading the baskets for the Cryogenic process.

**Black Guard Coating Process:**

- Final inspection of processed product
- Proper startup, operation & shut down of the Black Oxide Room equipment
- Calibration of pH tester to ensure pH levels are in accordance with predetermined standards
- Perform In process manufacturing to standards.

**Essential Job Functions Continued**

**In Process & Final Inspection:**

- Will be required to maintain work in process flow within established frequencies
- Perform roundness check of gages based on established sampling plans
- Perform cutoff operations, as required
- Inspect finished product for proper tolerance & visual non-conformances
- Responsible for oiling, packaging, and labeling product
- May be required to perform basic cycle counting functions
- Will be responsible for basic data entry functions in computer system

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

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, and conversions for each
- 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 principles 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**



As a Support/Black Oxide Operator for the Made to Stock Value Stream the employee will be expected to use the following machinery and equipment:

- Roundness Checker
- Mini Chop Saw and Fixtures
- Facing Equipment
- Bench Grinder
- Computer
- Forklift and pallet Jacks (motorized & manual)
- Gantry Hoist
- Parts Washer
- Mineral Spirit/Oil Dip Tanks
- Black Oxide Equipment
- PH meter
- Frequent use of the following measuring equipment:
  - o Hand Micrometers and Super micrometers
  - o Etalon Micrometers and Brunswick Boxes
  - o Calipers (Verniers)
  - o Fixed Limit Gaging
  - o Scale

### 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 MTS Team Leader
- 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

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)	X				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				
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.