

POSITION SPECIFICATION



Facilities and Operations Assistant

COMPANY OVERVIEW

Pearl designs and builds standard and custom high-speed machine attachments for punching holes, perforating and slitting for the converting industry. Pearl also offers blown film extrusion process enhancements that improve film quality at higher outputs while reducing maintenance. Pearl can be counted on to make any unique application better than anyone! Pearl Technologies' success and reputation are built on outstanding customer service, innovation, quality, speed and delivery.

Pearl has revolutionized the plastics industry with over two dozen patents, a lineup of over 3,000 solution-driven products and 13,000 parts for thousands of customers in every continent of the world. All of the action takes place in Pearl's 41,000 square foot headquarters located in Savannah, New York.

POSITION SUMMARY

Assist with performing all facilities, maintenance and operations functions in an overall team effort. Responsible for performing a range of duties including, but not limited to, lifting and moving materials, loading and unloading, building or assembling product as well as routine ground and facility maintenance such as carpentry, painting, plumbing, electrical, mechanical, fire, security and/or safety.

The employee will perform these tasks while maintaining a positive and productive relationship with Pearl's employees and department heads.

Reports to: VP Operations, and works with Facilities Operations Maintenance Specialist

Classification: Non-Exempt

Location: Savannah, New York

Key Interfaces: Pearl Team Members, Operations Team, Facilities, Safety Committee, Customer Service, Inventory, Purchasing, Shipping/Receiving, Quality Control

MAJOR RESPONSIBILITIES

Operations Support:

- Operate and/or maintain equipment such as hand tools, saws, drills and forklifts.
- Read and understand production schedule, customer order or work order to determine items to be moved, gathered, distributed, built or assembled; record amounts of materials or items received or distributed.
- Build shipment crates for product.
- Assist in welding, fabricating, machining or assembly tasks.
- Follow detailed verbal/written instructions, processes and/or procedures.
- Assist with inventory functions shipping/receiving or quality control.
- Label and/or package product.

- Responsible for completing tasks in a timely fashion. Must be able to work in an often times fast-paced atmosphere under pressure.
- Able to manage multiple changing priorities while maintaining deadlines.
- Ability to work a flexible schedule; some off-shift and weekends possible, usually for equipment and facility maintenance when production is not running.

Building and Grounds:

- Assist with repairs and other facility related maintenance, inside or out.
- Perform various cleaning and maintenance activities throughout the facility to include sweeping, mopping and removal of trash.
- Assist with repairs and preventative maintenance of company equipment.
- Monitor building to ensure a neat, clean and safe environment in accordance with company established safety procedures.
- Assists with and learns to perform electronic recordkeeping related to preventative maintenance and repairs; involved in the use of a database.
- Operates a company vehicle and is responsible for its safe operation and reporting any observed maintenance needs.
- Licensed Fork truck operator, and assists Shipping, Receiving and Warehousing.
- Ensure all building and maintenance supplies are stored in appropriate areas.
- Report the need for any repairs to management.
- Follow all written and verbal instructions.
- Performs other duties as assigned.

Safety:

- Ensure that all Safety Policies are being followed in all work performed on equipment or buildings while maintaining a safe work environment.
- Follow Log Out / Tag Out procedures and utilize proper Personal Protective Equipment at all times; is current with annual trainings.
- Offer recommendations for enhanced safety measures and equipment to the Safety Committee.

MINIMUM QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- High school diploma or equivalent. One to two years prior work in manufacturing and/or buildings and grounds, carpentry or electrical; safety, health and environmental certifications or trainings are a plus.
- Education or training in the facilities or skilled trades may substitute for work experience.
- Must have a valid driver's license for operation of a motor vehicle in New York State and possess an acceptable driving record; position requires use of forklift.
- Must be able to read, write and speak English.
- Detail oriented, self-motivated individual with a positive attitude who possess excellent organizational skills.
- Work well as a team player while developing relationships with coworkers of diverse backgrounds and cultures.

WORK ENVIRONMENT AND PHYSICAL REQUIREMENTS

- Work is performed both indoors and outdoors with exposure to various weather conditions.
- Position involves frequent bending, standing, kneeling, climbing ladders, reaching below and above shoulders, and lifting objects weighing up to 50 lbs. while performing job duties.
- Wrist, hand and finger dexterity is required to operate various equipment and materials.

BENEFITS

Pearl Technologies Inc. is committed to its employees and families. Comprehensive benefits package includes: Health Insurance, Dental Insurance, Vision Plan, 401(k) with Employer Contribution, Short and Long Term Disability, Life Insurance, Voluntary Life Insurance, Paid Time Off, Tuition Reimbursement, Employee Discounts, Flexible Spending Account, and Paid Holidays. Salary is competitive and commensurate with education and experience. EEO Employer

If you are ready to contribute to the ongoing success of a dynamic organization, please forward your resume and a cover letter to: hr@pearltechinc.com