

Employee:
Position: RFID Production Converter
Team: RFID Team
Reports To: RFID Team Lead
Last Revision: February 2016

General Responsibilities: Responsible for production of RFID products including prototypes and process testing. Other key duties include adhering to sample plan and quality standards and using lean tools to eliminate non-value added work from RFID production operations. Back up operator for roll label laser converting and HP Indigo.

Major Duties:

- 1) Operate all related RFID production equipment and processes including but not limited to converting, lamination, insertion, and read/write.
 - a) Crusader (RFID & Roll Label Products)
 - b) Converter 1 (Raptor).
 - c) Predator and Viper Converting
 - d) Programming (read write) equipment
- 2) Support all aspects of cross-functional RFID production.
- 3) Work closely with Engineering on product design, equipment function, and process development.
- 4) Determine production process for machines.
- 5) Produce customer prototypes and orders.
- 6) Perform routine maintenance as per established procedures.
- 7) Troubleshoot machines and processes related to RFID.
- 8) Follow quality standards per procedure and produce quality work in an efficient and timely manner to assist Metalcraft in meeting customer needs.
- 9) Follow safety standards per procedure.
- 10) Use lean tools to eliminate non-value added work.
- 11) Write and maintain standard work procedures.

Special Job Characteristics:

- Willing to be flexible in hours worked to meet customer requirements
- Ability to use measuring devices
- Manual dexterity
- Ability to lift 40 pounds
- Ability to stand for long periods of time
- Willing to attend seminars/classes
- Effective troubleshooting skills
- The ability to work collaboratively with others toward mutual objectives
- Technically competent, having or being able to quickly acquire an understanding of RFID
- A self-motivated, goal directed, self-starter able to define and pursue a course of action consistent with corporate goals and the production development of this new product
- A "can do," flexible, and team oriented approach with an understanding of the "start up" environment and a corresponding interest in taking on various additional projects as required
- Comfortable with performing a wide range of responsibilities, from thinking broadly to executing detailed tasks

Education:

- High School including Basic Math

Experience:

- Computer basics
- Print reading desirable
- Computer controlled equipment operation

Approvals:

VP of Manufacturing

Employee

Date