



Job Title: Melter I

FLSA Status: Non-Exempt

EEO Category: Operatives

Management Level Position: Yes No

Reports to: Manufacturing Supervisor

Department or Division: Manufacturing

Job Description Effective Date: 11/01/2021

POSITION DESCRIPTION:
A Melter I follows all safety and Quality procedures to melt precious and non-precious alloys using proprietary fluxes and other elements to ensure a homogeneous composition.
ESSENTIAL DUTIES AND RESPONSIBILITIES:
<ul style="list-style-type: none">• Follows department work instructions and maintains accurate records to adhere to customer, Quality and industry standards.• Visually checks material and equipment and performs operations according to work instructions.• Adheres to work instructions to properly operate mechanical equipment as needed.• Prepares materials for the melting process as required by the SOP by documenting and confirming weights, identifying materials by type, and using testing equipment as necessary.• Performs preventive maintenance on furnaces.• Identifies and recommends disposition of defective items for rework or scrap.• Understands the melting process to move product through final inspection.• Updates records within the Enterprise Resource Planning (ERP) system as necessary.• Follows Standard Operating Procedures (SOP) and establishes open communication with supervisor and manager.• Cleans and maintains equipment and work areas.• Reports any problems or concerns to management.• Maintains a safe and clean work area, wears appropriate PPE, and adheres to safety standards.• Cross trains in one or more melting techniques.• Other duties as assigned.
EXPERIENCE & QUALIFICATIONS:
<ul style="list-style-type: none">• High school diploma or equivalent required.• Two plus years of experience with induction melting using furnaces and support equipment preferred.• One plus years of ERP or inventory related experience in a manufacturing environment preferred.• Direct industrial production experience, preferably in the medical device field.• Operational familiarity with electronic balances and experience using shop tools and measuring equipment preferred.

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- Ability to work in a team environment.
- Ability to follow instructions and readily accept additional responsibilities.
- Attention to detail and quality focused.
- Passionate about industry and desire to contribute where needed.
- Schedule adherence and dependability.
- Ability to meet tight deadlines and meet production goals.
- Ability to follow detailed directions in a manufacturing Good Manufacturing Practices (GMP) environment required.
- Ability to learn technical concepts by reading work instructions and standard operating procedures, and completing on-the-job training.
- Knowledge of cGMP regulations ISO 13485, 21CFR Part 820, CMDR SOR/98-282, 93/42/EEC, RDC 16 2013, MHLW MO 169 and TG(MD)R Sch3 preferred.

Personal Protective Equipment Required Yes No

If Yes Describe: (As needed) Eye Protection, Gloves, Steel Toe Boots, Ear Plugs, Apron, Fire Retardant Suit, Respirator

PHYSICAL REQUIREMENTS, ENVIRONMENT & WORKING CONDITIONS

Description	Regularly	Frequently	Occasionally
Sitting			
Standing	X		
Walking	X		
Climbing/Balancing			
Reaching-with arms & hands	X		
Stooping/Kneeling/Crouching/Crawling			X
Talking	X		
Hearing	X		
Feeling/Touching	X		
Vision-Close, Peripheral, Depth, Ability to Adjust Focus	X		
Light to moderate lifting (50lbs or less)	X		
Moderate to Heavy Lifting (more than 50lbs)	X		
Travel Required			

Environment & Working Conditions	Applicable
Loud noise level	X
Overtime	X
Working in a factory environment	X
Ability to work in a confined area	X
Ability to sit at a computer for an extended period of time	X
Exposure to airborne powder (non-toxic)	X
Work near moving mechanical parts	X
Ability to sit and work on one machine for an extended period of time	
Ability to stand for an extended Period of Time	X

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The intent of this job description is to provide a representative and level of the types of duties and responsibilities that will be required of positions given this title and shall not be construed as a declaration of the total of the specific duties and responsibilities of any particular position. An employee may be directed to perform job-related tasks other than those specifically present in this description.

Change History

Version	Change Description
1	Initial Release
2	Header and Footer, removed signature line, JD effective date CO# 201