

Finishing Dept. Operator

Reports To: Finishing Dept. Line Manager

Department: Finishing

Division: Brinkman Precision, Inc.

Job Summary:

The Finishing Dept. Operator's main duty is to follow documented procedures, schedules, safety practices and quality for the Finishing Dept. area. This individual reports to the Finishing Dept. Team Leader and/or Supervisor.

Essential Competencies:

- 1) Ability to communicate – Both in a written form and verbally express ideas and thoughts.
- 2) Cooperation – Displays positive outlook and pleasant manner. Exhibits tact and consideration and offers assistance and support to co-workers.
- 3) Job Knowledge – Competent in the usage of hand held precision air grinders and other small deburring/polishing tools under a microscope with the ability to learn and apply new skills.
- 4) Judgment – Exhibits sound and accurate judgment and the willingness to make decisions. Supports and explains reasoning for decisions.
- 5) Adaptability – Adapts to changes in the work environment while managing competing demands.
- 6) Safety & Security – Must observe safety and security procedures while using equipment and materials properly. Reports potentially unsafe conditions.
- 7) Quantity – Must meet productivity standards while striving to increase productivity.
- 8) Problem Solving – Must be able to identify problems in a timely manner. Must work well in group problem solving situations.
- 9) Quality – Demonstrates accuracy and thoroughness while displaying a commitment to excellence. Monitors own work to ensure quality.
- 10) Attendance & Punctuality – Begins working on time and schedules time off in advance. Arrives at meetings and appointments on time and ensures responsibilities are covered when absent.

Additional Responsibilities:

Maintain an open line of communication with supervision by providing relevant information including but not limited to job improvements, setup reductions, tooling and machine purchases and personnel issues. Attend to alternate manufacturing duties as required by departmental supervision or management.

Qualifications:

Requires a high school diploma or its equivalent. Must have the ability to work under a microscope. Must be proficient in use of hand held precision air grinders and other small deburring/polishing tools. Experience preferred but not nec. Must have ability to understand blueprints and close tolerance product in an ISO / Aerospace quality system manufacturing environment. Knowledge of Lean techniques preferred but not required.



CNC Grinding Operator

Reports To: CNC Grinding Line Manager

Department: CNC Grinding

Division: Brinkman Precision, Inc.

Job Summary:

The CNC Grinding Operator's main duty is to follow documented procedures, schedules, safety practices and quality for the CNC Grinding area. This individual reports to the CNC Grinding Supervisor.

Essential Competencies:

- 1) Ability to communicate – Both in a written form and verbally express ideas and thoughts.
- 2) Cooperation – Displays positive outlook and pleasant manner. Exhibits tact and consideration and offers assistance and support to co-workers.
- 3) Job Knowledge – Competent in required job skills of operating the CNC Grinder with the ability to learn and apply new skills.
- 4) Judgment – Exhibits sound and accurate judgment and the willingness to make decisions. Supports and explains reasoning for decisions.
- 5) Adaptability – Adapts to changes in the work environment while managing competing demands.
- 6) Safety & Security – Must observe safety and security procedures while using equipment and materials properly. Reports potentially unsafe conditions.
- 7) Quantity – Must meet productivity standards while striving to increase productivity.
- 8) Problem Solving – Must be able to identify problems in a timely manner. Must work well in group problem solving situations.
- 9) Quality – Demonstrates accuracy and thoroughness while displaying a commitment to excellence. Monitors own work to ensure quality.
- 10) Attendance & Punctuality – Begins working on time and schedules time off in advance. Arrives at meetings and appointments on time and ensures responsibilities are covered when absent.

Additional Responsibilities:

Maintain an open line of communication with supervision by providing relevant information including but not limited to job improvements, setup reductions, tooling and machine purchases and personnel issues. Attend to alternate manufacturing duties as required by departmental supervision or management.

Qualifications:

Requires a high school diploma or its equivalent. Completed apprenticeship and/or formal training in the area of CNC Grinding with the ability to set-up and debug CNC programs. Must be proficient with operating the CNC Grinding equipment with a minimum of 4 years working experience in precision grinding / match grinding of close tolerance product in an ISO / Aerospace quality system manufacturing environment. Knowledge of Lean techniques preferred but not required.



CNC Milling Operator

Reports To: Milling Dept Line Manager

Department: CNC Milling

Division: Brinkman Precision, Inc.

Job Summary:

The CNC Milling Operator's main duty is to follow documented procedures, schedules, safety practices and quality for the CNC Milling area. This individual reports to the CNC Milling Supervisor.

Essential Competencies:

- 1) Ability to communicate – Both in a written form and verbally express ideas and thoughts.
- 2) Cooperation – Displays positive outlook and pleasant manner. Exhibits tact and consideration and offers assistance and support to co-workers.
- 3) Job Knowledge – Competent in required job skills of operating the CNC Mill with the ability to learn and apply new skills.
- 4) Judgment – Exhibits sound and accurate judgment and the willingness to make decisions. Supports and explains reasoning for decisions.
- 5) Adaptability – Adapts to changes in the work environment while managing competing demands.
- 6) Safety & Security – Must observe safety and security procedures while using equipment and materials properly. Reports potentially unsafe conditions.
- 7) Quantity – Must meet productivity standards while striving to increase productivity.
- 8) Problem Solving – Must be able to identify problems in a timely manner. Must work well in group problem solving situations.
- 9) Quality – Demonstrates accuracy and thoroughness while displaying a commitment to excellence. Monitors own work to ensure quality.
- 10) Attendance & Punctuality – Begins working on time and schedules time off in advance. Arrives at meetings and appointments on time and ensures responsibilities are covered when absent.

Additional Responsibilities:

Maintain an open line of communication with supervision by providing relevant information including but not limited to job improvements, setup reductions, tooling and machine purchases and personnel issues. Attend to alternate manufacturing duties as required by departmental supervision or management.

Qualifications:

Requires a high school diploma or its equivalent. Completed apprenticeship and/or formal training in the area of CNC Milling with the ability to set-up and debug CNC programs with “G” and “M” codes. Must be proficient with operating the CNC Milling equipment with a minimum of 4 years working experience in precision manufacturing of close tolerance product in an ISO / Aerospace quality system manufacturing environment. Knowledge of Lean techniques preferred but not required.



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CNC Turning Operator

Reports To: CNC Turning Line Manager

Department: CNC Turning

Division: Brinkman Precision, Inc.

Job Summary:

The CNC Turning Operator's main duty is to follow documented procedures, schedules, safety practices and quality for the CNC Turning area. This individual reports to the CNC Turning Supervisor.

Essential Competencies:

- 1) Ability to communicate– Both in a written form and verbally express ideas and thoughts.
- 2) Cooperation – Displays positive outlook and pleasant manner. Exhibits tact and consideration and offers assistance and support to co-workers.
- 3) Job Knowledge – Competent in required job skills of operating CNC Turning equipment with the ability to learn and apply new skills.
- 4) Judgment – Exhibits sound and accurate judgment and the willingness to make decisions. Supports and explains reasoning for decisions.
- 5) Adaptability – Adapts to changes in the work environment while managing competing demands.
- 6) Safety & Security – Must observe safety and security procedures while using equipment and materials properly. Reports potentially unsafe conditions.
- 7) Quantity – Must meet productivity standards while striving to increase productivity.
- 8) Problem Solving – Must be able to identify problems in a timely manner. Must work well in group problem solving situations.
- 9) Quality – Demonstrates accuracy and thoroughness while displaying a commitment to excellence. Monitors own work to ensure quality.
- 10) Attendance & Punctuality – Begins working on time and schedules time off in advance. Arrives at meetings and appointments on time and ensures responsibilities are covered when absent.

Additional Responsibilities:

Maintain an open line of communication with supervision by providing relevant information including but not limited to job improvements, setup reductions, tooling and machine purchases and personnel issues. Attend to alternate manufacturing duties as required by departmental supervision or management.

Qualifications:

Requires a high school diploma or its equivalent. Completed apprenticeship and/or formal training in the area of CNC Turning with the ability to set-up and debug CNC programs. Must be proficient with operating the CNC Turning equipment with a minimum of 4 years working experience in precision manufacturing of close tolerance product in an ISO / Aerospace quality system manufacturing environment. Knowledge of Lean techniques preferred but not required.



Production Dispatcher

Reports To: Production Scheduler

Classification: Hourly – Non-exempt

Department: Production

Division: Brinkman Precision, Inc.

Job Summary:

The production dispatcher ensures the orders are moving from internally and externally in a timely manner to help ensure on-time delivery to the customer. The production dispatcher also verifies quantity, correct paperwork, and Syteline accuracy before moving any jobs in the designated outgoing areas

Essential Functions:

- 1) Verify quantity, correct paperwork, and Syteline accuracy before moving any jobs in the designated outgoing areas.
- 2) Rectify any discrepancies between the job lot control card, Syteline, part count, and operation completion
- 3) Assist in any issues which may arise from the production floor.
- 4) Take time between cells is adhered to and reported as a KPI
- 5) May serve as a backup to raw material (saw), tooling release (tool crib), gauging release (quality)

Additional Responsibilities:

Other duties as assigned through the Production scheduler and or production supervision.

Qualifications:

Requires a high school diploma or equivalent. Must have computer literacy in order to use production control systems and be proficient in Microsoft Outlook, Excel, and Word. MRP/ERP System experience preferred. Verbal and written communication skills for contact with internal and external customers. Organizational skills to monitor a number of orders traveling from multiple internal departments. Be able to lift and move packages up to 50lbs. Capable of working on their feet for up to 8 hours per day. Comfortable working in a contract manufacturing environment. Must be detail-conscious to spot errors and inconsistencies in production paperwork. Machining experience is a definite plus.



Production Scheduler

Reports To: Plant Manager

Classification: Salaried-exempt

Department: Production

Division: Brinkman Precision, Inc.

Job Summary:

The production scheduler plans the work schedule of production departments using work order information and available inventory quantities. Schedulers plan production start dates by beginning with the date materials are available for production or by working back from the customer due date. Manage a complex set of relationships (AROs, forecasts, backlog, shipment due dates, inventory strategies, factory loading, etc.) to ensure the master schedules support on-time-delivery, proper production levels.

Essential Functions:

- 1) Planning and scheduling workflow for each department and operation according to previously established manufacturing sequences and lead times.
- 2) Prepares defined work packages, including check sheets, quality alerts, customer drawings, and process drawings.
- 3) Interacts with Purchasing, Engineering, Quality Control, Customer Service, and Production Departments to coordinate the ship out of vendor material.
- 4) Coordinates the resolution of any discrepancies of job paperwork, material or vendor service requests.

Additional Responsibilities: Daily Tasks

- 1) Perform job closings, report variance to Sr. Accountant.
- 2) Verify quantity, correct paperwork, and Syteline accuracy before moving any jobs in the designated outgoing areas.
- 3) Complete any open Contract Reviews.
- 4) Complete any open quotes for lead-time or delivery.
- 5) Generate Material Planners Workbench, convert plans to firm jobs based on recommended plans.
- 6) Run Material Availability report (Ctrl F12, 6, I) for a minimum of one week from current date.
- 7) Release any jobs from Material Availability report. Run work center dispatch (Ctrl F12, 6, Q, R=Report). Open .csv file in Excel. Format .csv file and distribute lists to correct departments.
- 8) Run work center dispatch (Ctrl F12, 6, Q, E=Export). Open Visual job center home page (<http://intranet/bpi/dispatch/admin/adminlogin.aspx>), login, update dispatch. This will update all the available jobs for the visual dispatch monitor.
- 9) Assist in any issues which may arise from the production floor.

Additional Responsibilities: Weekly Tasks

- 1) Run Projected Due Date thru What-if database.
- 2) Tuesday - customer service loads all customer forecasts, once the forecasts are loaded the forecast log files are created in the Forecast log folder located on the P(Public) drive. A separate file is created for each customer, the file name contains the customer code and the date created. Print and review with Customer Service Manager. Make any agreed upon changes to the agreed upon part numbers, dates, and quantities.
- 3) Review setup and run ratios

- 4) Review quantities for future orders
- 5) Schedule appropriate operators through production supervision and hours to meet customer requirements
- 6) Run and Review dispatches daily
- 7) Provide delivery dates to Sales
- 8) Schedule new jobs and deliveries
- 9) Final paperwork certifications

Qualifications:

Requires a high school diploma, 4 year university degree preferred. Proficient in Microsoft Excel, Word, PowerPoint and Outlook MRP/ERP System experience preferred. Verbal and written communication skills for contact with internal and external customers Background in Production Control or Scheduling essential. Ability to read, write and comprehend simple instructions, short correspondence and memos. Ability to add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions and decimals. Ability to effectively present information in one-on-one and small group situations to customers, clients and other employees of the organization. Strong interpersonal skills, independent problem resolution, proven leadership ability necessary to be effective across functions and levels, and the ability to manage the requirement of others.



Quality Assurance Inspector

Reports To: Director of Quality

Classification: N/A

Department: Quality Assurance

Division: Brinkman Precision, Inc.

Job Summary:

Quality assurance inspectors examine manufactured products, both in-process and final, to ensure they meet all standards of workmanship and dimensional quality.

Essential Functions:

- 1) Perform critical first piece / start up approval for all new jobs or process adjustments.
- 2) Provide back up to in process inspector when necessary. Per define quality plans to determine whether they meet specifications and quality standards. Ref. QSOP-144
- 3) Train and assist inspectors to carry out their quality control functions.
- 4) Required to communicate with production and work together to develop systems that promote quality.
- 5) Conduct customer approved source verification activity prior to product shipment.
- 6) Provide backup support for any activity associated within the quality assurance department.
- 7) Operate computer controlled measured equipment with extreme care following all the required instructions acquired through SOP's or formal training.
- 8) Complete the required quality records for dimensional and lot traceability.

Additional Responsibilities:

Once trained, perform NDT as required on products manufactured from special processes. Involvement with quality systems auditing when required.

Qualifications:

High School diploma or GED equivalent with 3 years minimum working experience in a tight tolerance machining environment. Knowledge and the proper application of dimensional measurement tools such as micrometers, verniers, height gages, and optical comparators are required. Knowledge or previous working experience with contact and non-contact metrology equipment is preferred, not required.



Quality Assurance – Team Supervisor

Reports to: Director of Quality

Department: Quality Assurance

Division: Brinkman Precision, Inc.

Job Summary:

The QA Line Leader's main responsibility is to assure the quality system developed to assure product compliance is maintained and adhered to. This position provides a critical interface between quality and manufacturing in an effort of communicating the status of product quality and how it applies to schedules and delivery commitments. This person reports to the Director of Quality and serves as backup for the Director of Quality in his absence.

Essential Functions:

- 1) Responsible for Quality Assurance:
 - a. Staffing.
 - b. Scheduling work assignments for inspection.
 - c. Reviews
 - d. Employee disciplining
 - e. Material audits
 - f. Maintaining QA performance metrics
- 2) Performs source inspection, representing the customer for all final shipments.
- 3) Provide input, as required, on additional inspection equipment required to fulfill current and/or future inspection requirements.
- 4) Manage the documentation provided to the QA department by scanning or physically storing for easy retrieval. Documentation involves customer purchase orders, special process approvals and customer supplied specifications at minimum.
- 5) Support and follow the documented ISO9001/AS9000 Brinkman Precision quality system.
- 6) Provides backup / assists in-process inspector/lead inspector or gage technician during absences and increased workloads.
- 7) Instructs Quality and Manufacturing personnel in proper use of all gauging and recommends alternate type gauging solutions where required.
- 8) Conducts the training required to introduce new QA hires into the current quality system.

Additional Responsibilities:

Participants in capability studies and /or gage R&R studies when required. Participates in special process audits and Nadcap audits. This position will require an individual to handle multi-tasking, multi-disciplines with a strong focus on time management due to the various day to day assignments. Assist with departmental objectives and continuous improvement projects as instructed by the Director of Quality.

Qualifications:

High School diploma or GED equivalent required. Five years working experience minimum in a tight tolerance machining environment. Working knowledge of GD&T. Must be able to properly communicate with external and internal customers and supporting departments regarding inspection issues. Background in Aerospace quality systems and product type preferred not required.

