

## HI-HEAT INDUSTRIES, 256 Hanover Road, Lewistown, MT 59457

**Job Title:** *Production Assembler 1*

**Status:** *Full time*

**Starting Pay:**

**Probation Period:** *6 months*

**Training Period:** *Dependent on area that will be trained*

**Reports to:** *Production Team Leader*

**Benefits:** *Health Insurance – Company and employee funded.*

*Cafeteria Plan – immediate eligibility*

*401(k) Plan is available for eligible employees*

*Flextime and vacation in accordance with Company Policy*

**Application Deadline:** *Open until filled*

**Apply at:**

Hi-Heat Industries, Inc. 256 Hanover Road, Lewistown MT 59457 406-538-7411

or

Job Service, 300 1st Ave. No., Lewistown, MT 59457 Phone 406-538-8701

**Purpose:** Hi-Heat Industries, Inc. is a manufacturer of silicone rubber and specialty heating elements for the industrial market. Orders are custom designed. Quantities run from one piece to 65,000. Most tasks are split into 10-50 piece units to increase product flow. It is possible for a production assembler to do several hundred of the same unit or to switch after each shipped unit. Size of product will vary from 1 square inch to 3 feet by 9 feet. So, the same task could require long periods of standing or sitting to complete.

### **Essential Duties and Responsibilities:**

**Typical Duties:** Manufacture and assembly of silicone rubber heaters, polyester heaters, ceramic heaters and other special orders. Production involves a rotation of winding heating elements and assembly of material. It may also include other finishing steps such as soldering, trimming, and capping. Utilize specialized tools/machines such as sander, spot welder, solder, vulcanizer, oven, cappers, etc. Production materials exposed to include fiberglass fibers in various forms: such as heating element cloth and insulation materials, in silicone and polyester resin. Other materials include alcohol, nickel and chrome wire and copper wire.

**Job expectations are:** 1) Quality: Neatness of product - Ensure appearance meets customers specification. Accuracy - Utilize design sheets, training, and self-audit to ensure accuracy. Use material cost effectively. 2) Work Flow & Teamwork: Display professional behaviors and make decisions based on Hi-Heat's Code Of Appreciation. Maintain neat personal workspace. Share workload to enhance product flow for the needs of the business. Provide comprehensive and accurate information by asking good questions of appropriate people. 3) Quantity: Set daily goals for maximum output through efficient use of time. Maintain accurate time keeping logs. 4) Culture: Actively contribute to and support our Mission Statement. Accepts responsibility for own actions. Attendance – Meet the attendance requirements as defined in the company policy. Confidentiality – Maintain strictest confidentiality of all the company and personal information. Continuous learning - Participate in group discussion. Support, implements, and adapt to new concepts. 5) Safety: Locate, read and sign off on the appropriate material safety data sheets on annual basis and perform in accordance with their requirements. Accident reporting - Accept responsibility of reporting all accidents to management immediately. Safety practices and procedures - Use personal protective equipment where required. Perform housekeeping for accident prevention. Operate equipment only after training, and keep all tools and equipment in continuous safe working condition.

### **Skills and Knowledge**

The knowledge required to perform this position are reading, reading comprehension, retention, following written directions and designs, and general math. The skills required to perform this position are a high degree of manual dexterity, craftsmanship and use of tools/machines. The abilities required to perform this position are teamwork, self-motivation and constant updating of procedures.

**Physical Requirements:** The assignments require manual strength in hands for assembly of heaters with frequent fine finger manipulation as well as frequent gripping and grasping. Physical mobility may be required as well as lifting 3 to 4 pounds chest high every three to four minutes for 8 hours per day for several consecutive weeks. Custom construction of heaters may require 8 hours of standing for several consecutive weeks. The next assignment may require 8 hours of sitting for several consecutive weeks. The varieties of physical requirements are necessary because Hi-Heat Industries is a custom job shop.

### **Immigration Reform and Control Act Information:**

In accordance with the Immigration Reform and Control Act, the person selected must produce, within three days of hire, documentation that he/she is authorized to work in the United States. Examples of documentation include a birth certificate or social security card along with a driver's license or other picture I.D. or a U.S. Passport

### **Code of Appreciation**

It all starts with ME choosing  
MY ATTITUDE.  
We are UNIQUE people,  
UPLIFTING OTHERS  
with RESPECT & KINDNESS.  
We LIVE our culture with PASSION.

### **Mission Statement**

Our ambition is to:

Dream it  
Make it  
Heat it

We serve our Internal & External Customers with Integrity.

We create stakeholder value by;

Proactively Managing Change  
Raising and Exceeding Expectations  
Enjoying Challenges by Facing Problems & Finding Solutions