

# ECKHART

2701 South First Street Eldridge, IA 52748

[eckhartusa.com](http://eckhartusa.com) Phone: 563 285 7515

## GENERAL LABORER

**Department:** Operations  
**Reports To:** Operations Supervisor  
**FLSA Status:** Non-Exempt  
**Updated:** 7.31.18

Working at Eagle Engineering is an opportunity to directly impact the future of American manufacturing. We strive to improve the lives of the men and women who partner with us by developing and integrating custom engineered manufacturing solutions that enhance life and contribute to improved safety, efficiency, and product quality for our customers.

A General Laborer works in material handling, painting, sawing materials as well as other duties as assigned by supervisors.

### Essential Duties and Responsibilities:

- Assembles wooden or cardboard containers or selects preassembled containers, inserts items into containers, using spacers, fillers, and protective padding.
- Unpacks and examines incoming shipments, rejects damaged items, records shortages, and corresponds with shipper to rectify damages and shortages.
- Experience operating forklifts and pallet jacks
- Arrange for carrier vehicle or pickup.
- Maintain industry vehicles and material handling equipment in safe and good working condition.
- Well versed in maintenance, cleaning and debris removal task.
- Current driver's license and clean driving record.
- Prep parts for painting which include: Cleaning the part, documenting part number, and masking.
- Paint parts and components per print.
- Support Saw & Assembly Department when needed.
- Follow instructions given by supervisor quickly and efficiently with minimum supervision.
- Clean and organize plant.
- Able to perform other shop duties required by the company.

### Qualifications:

To perform this job successfully, an individual must be professional, proactive and positive, with internal and external customers and coworkers. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable the individuals with disabilities to perform the essential functions.

### Education and/or Experience:

High School diploma or GED equivalent. Minimum of 1 year experience in a manufacturing environment.

### Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is occasionally required to perform light physical activity. The employee must occasionally lift and/or move up to 75 pounds. Specific vision abilities required by this job include close vision and depth perception.

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## **Technical Skills**

- Deadline-oriented
- Working knowledge of personal computer, keyboard, and various software programs.
- Working knowledge of manufacturing processes.

## **Other skills and abilities:**

- Strong interpersonal skills.
- Good verbal and written skills.
- Proven organizational skills.
- Ability to prioritize and work with limited supervision.
- Ability to maintain confidentiality.
- Ability to work well under pressure and to remain flexible to changing schedules and demands.