

## HPM Building Supply

### Job Description

<b>Job title:</b>	Manufacturing Specialist	<b>FLSA:</b>	Non-exempt
<b>Department:</b>	Building Components	<b>Reports to:</b>	Production Supervisor / Manager / equivalent
<b>Special Note:</b>	Position duties will vary slightly depending on the manufacturing area assigned.	<b>Last Updated:</b>	9/13/2022

### Job Summary

The Manufacturing Specialist works with a team to efficiently produce high quality building components and/or modular units. Working with various hand tools and manufacturing machines, the Manufacturing Specialist is committed to safety, teamwork, and delivering products to customer specifications.

### Essential Functions

- Perform one or more functions in the manufacturing stations: Hale+ modular construction, floor or roof truss building, wall panels, and blocking and beveling.
  - Construct a home / building in our Hale+ station, from start to finish according to plans: measuring, cutting, drilling, framing, installing of building materials, painting, installation of finish materials—all phases of home construction.
  - Operate various tools to produce quality wall panels across the components, framing, and sheathing stations.
  - Properly block and cut materials to specifications using blocking machine, chop saw, and bevel saw.
  - Operate saw station in the roles of sawyer, lumber puller, and/or lumber catcher.
  - Using state-of-the-art truss machinery, build trusses: set up truss jobs, align materials, ensure accurate measurements, operate roof glider or similar equipment, and check work before completing the job.
- Prepare assigned station with daily build orders.
- Ensure accuracy of layout and completion of assemblies.
- Maintain cleanliness and safety of assigned area.
- Ensure accuracy of incoming and outgoing inventory and assist in quarterly cycle counts.
- Complete daily forklift inspections.
- Move cut bundles from the saw to the staging yard.
- Separate truss and wall parts for those building.
- Select proper truss connector plates.
- Organize staging areas.
- Other projects and responsibilities may be added at the company's discretion.

## Job Requirements and Qualifications

**Education and Training Requirements:** High school diploma or equivalent is required. Forklift certification, or ability to be forklift certified is required.

### Knowledge and Ability Requirements:

- Must be a team player who has the ability to learn quickly.
- Must be self-directed, able to manage own time and execute tasks on schedule.
- Must be proactive and look for additional tasks when work is complete.
- Physical requirements include the ability to bend, stretch, reach, twist, squat, reach, climb a ladder and stand for extended periods of time and exerting muscle force repeatedly or continuously to lift, push, pull, or carry objects and be able to regularly lift 50 pounds with or without a reasonable accommodation.

**Experience Requirements:** Previous forklift experience strongly preferred. Previous construction experience is helpful, but not required.

### Other Information

- Strict adherence to impeccable safety standards is a must.
- Punctuality and regular attendance are mandatory.
- Work is Monday - Friday; overtime and weekend work may sometimes be required.
- Work environment is outside warehouse exposed to elements; must work rain or shine.
- Required to wear steel-toed shoes and high-visibility uniform shirt and long pants.

Level: ☐ I ☐ II ☐ III

Level I: Experienced in 1 station of the essential functions, performs job duties, and a consistent performance record.

Level II: Experienced in 2-3 stations of the essential functions, proficient in all job duties, and has a strong performance record.

Level III: Experienced in 4-5 stations of the essential functions, has expert knowledge in job duties, and has impeccable performance.

---

**Owner Signature**

---

**Manager Signature**

---

**Owner Name (please print)**

---

**Manager Name (please print)**

---

**Date**

---

**Date**

*Note: We use the term "owner" instead of employee since we are 100% employee owned!*