

M. A. FORD MANUFACTURING COMPANY, INC.
Job Description

Job Title: Hand Honer

Dept: Honing Dept

Status: Non-Exempt

JOB PURPOSE AND REPORTING STRUCTURE: Under the Honing Cell Coordinator, the hand honer is required to complete precision work under a microscope. The employee puts a precision flat at a specific angle and width along each cutting edge of a carbide drill bit, with the use of a diamond file. The employee must demonstrate patience and good hand – eye coordination.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

- A. Carefully and safely handle sharp cutting tools.
- B. Carry tools from shelf to work area and back.
- C. Hand file flats on cutting edge of bits.
- D. Measure flats in microscope.

NON-ESSENTIAL DUTIES:

- A. Assist co-workers with washing tools.
- B. Assist co-workers with washing coolant holes from time to time.
- C. Keep work area clean and organized.

QUALIFICATIONS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE:

- A. Requires High School Diploma/GED/commensurate experience.

LANGUAGE SKILLS:

Ability to communicate with management employees, customers and other employees of the organization.

MATHEMATICAL SKILLS:

Basic Math Skills required, ability to read decimals.

REASONING ABILITY:

- A. Ability to read, analyze and interpret technical documents.

- B. Ability to apply common sense understanding to carry out instructions furnished in written or oral form.

OTHER SKILLS AND ABILITIES:

Requires the ability to frequently use microscope, diamond file, and measuring microscope.

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.

- A. While performing the duties of this job, the employee is frequently required to use hands to finger, handle or touch, to sit, and to talk.
- B. Occasionally the individual is required to stand, stoop, kneel, crouch or crawl, and to use foot/feet to operate machine.
- C. Frequently, the employee is required to pick up ten pounds or less. Occasionally, the employee is required to pick up 25 pounds or less while moving boards of tools from shelving to work area, which is no more than 20 feet.
- D. The specific vision ability required is close vision, depth perception, the ability to focus and identify and distinguish colors while using the microscope.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- A. The noise level in the work environment is normal shop conditions.
- B. Employees work near moving mechanical parts in an air-conditioned shop.
- C. Employees are required to wear OSHA approved safety glasses and latex gloves.

MANAGEMENT APPROVAL _____ DATE: _____

EMPLOYEE ACKNOWLEDGEMENT _____ DATE: _____

The above statements reflect the general details necessary to describe the principle functions of the occupation described and shall not be construed as a detailed description of all the work requirements that may be inherent in the occupation.