

# JOB DESCRIPTION FORM



<b>Job Title:</b> Sediment Tester		<b>Job Code:</b> Q-QA-0005	
<b>Job Family:</b> Quality	<b>Sub Family:</b> Quality Assurance		<b>Job:</b> Sediment Testing
<b>Reports to (Title):</b> Quality Assurance Manager		<b>EEO Category:</b> Operative	<b>Location:</b> Springfield, Missouri
Hourly Non-Exempt	<b>FLSA Status:</b> <input type="checkbox"/> Exempt <input checked="" type="checkbox"/> Nonexempt	<b># of Positions:</b> 1  <b># of Direct Reports:</b> 0	<b>Organization Chart: (Required)</b> <input checked="" type="checkbox"/> Attached
<b>PRIMARY FUNCTION:</b> Briefly describe in one or two sentences the purpose of this position.			
<p>The Sediment Tester samples the chemicals used during the production process and utilizes laboratory equipment test the chemicals to ensure they are within approved specifications.</p>			
<b>DIMENSIONS:</b> Quantitative measures as related to the position (i.e. sales volume, volume of production, volume of purchases, production value).			
<b>ESSENTIAL RESPONSIBILITIES:</b> Describe the top three to five key job responsibilities and expected end results.			
<ul style="list-style-type: none"> <li>• Assist in planning sediment testing programs.</li> <li>• Collects sediment samples from production washers, dip tanks, and other equipment.</li> <li>• Using laboratory equipment checks samples and advises if they meet company specifications.</li> <li>• Reports to Production &amp; Quality Department when samples do not meet quality expectations.</li> <li>• Prepares necessary company forms and trend charts in support of lab inspection function.</li> <li>• Assist in precision measurement, gauging, and testing calibration as needed.</li> <li>• Assist in continuous improvement efforts.</li> <li>• Assist in basic document control and scanning.</li> <li>• Participates in and supports the principles of Open Book Management.</li> <li>• Maintains a safe working environment by following company safety policies.</li> </ul>			
<b>JOB SPECIFICATIONS</b>			

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**Impact:** Provide one to three typical examples of decisions made or actions taken that have had or will have direct impact on the organization (i.e. revenue, plant productivity, unit business development goals)

Ensure quality in all products

**Communication:** List the types of individuals this position regularly communicates with, both internally and externally (i.e. customers, suppliers, regulatory agencies), and describe the nature of the communication (i.e. information exchange, influence and negotiate).

- Must communicate with the Safety department to ensure all safety and OSHA 1910 standards are followed
- Must communicate with the Quality department to ensure all ISO standards are followed

**Requirements (including minimum education & years of experience):**

- Minimum GED or High School Diploma
- overtime
- Walking, standing, stooping, bending, lifting, reaching
- Must be able to read MSDS sheet
- requiring hours of service that would average at least 30 hours of service per week
- Experience in manufacturing or related experience is preferred.
- Ability to use precision measuring instruments, blueprints, and product specifications
- Experience working with powertrain components preferred.
- Self-assured and confident in a variety of settings.
- Requires effective relationship management skills with co-workers in a team environment and with customers/prospects in a sales/support context.
- Requires the desire to expand knowledge, skills, and abilities through training and education.
- Basic computer literacy/experience required. Working knowledge of word processing, PowerPoint, spreadsheets, e-mail, and Web-enabled applications.

**Travel Requirements**

**Physical Requirement Template (Required):**  Attached

Travel (domestic \_\_\_ /international \_\_\_)

Ability to travel by airplane

**Desired Behavioral Competencies (Not Required):**  Attached

Ability to drive a motor vehicle

Expected % of Time: \_\_\_\_\_0\_\_\_\_\_

PREPARED BY: John Bilke	TITLE: Director of Quality
LAST UPDATED: 01/23/2015	DATE REVIEWED: 01/23/2015

NOTE: This job description indicates the general nature and level of work expected of the incumbent. It is not designed to cover or contain a comprehensive listing of activities, duties, responsibilities or physical requirements of the incumbent. Incumbent may be asked to perform other duties as required. A more complete statement of physical requirements may be obtained from your Human Resources Representative upon request]



TITLE:	Sediment Tester
Shift:	1 <sup>st</sup> shift
Department:	Quality
Labor Grade: LG3	Hourly - \$12.43-\$14.37
Posted:	January 30 <sup>th</sup> , 2015
Posting Closes:	May 30 <sup>th</sup> , 2015

The following instructions must be followed to be considered for this job opening

- 1) All candidates must email a Cover letter
  - a. stating how you found out about job opening
  - b. in Word or PDF format
  - c. include on the email **subject line** the job opening you are applying for
- 2) All candidates must submit a Resume
  - a. in Word or PDF format
  - b. include on the email **subject line** the job opening you are applying for

CNH Reman L.L.C.  
Human Resources Department

E-mail: [jbilke@whyreman.com](mailto:jbilke@whyreman.com)  
CC on email: [jchilders@whyreman.com](mailto:jchilders@whyreman.com)