

R&D ENGINEERING AND MACHINING

GENERAL LABORER / SHOP TECH

Job Summary:

R&D Engineering and Machining is a CNC machining & mold facility located in Deforest, WI. We are looking for a full-time person to work first-shift to perform a variety of duties such as shipping/receiving and general machine shop related tasks. The ideal candidate must be very organized, pay attention to detail, able to multi-task duties in a fast-paced environment and ideally have general mechanical experience and some computer knowledge.

Position Summary:

The R&D Engineering General Laborer/ Shop Tech is crucial part of our team. The general responsibilities of this position include, but are not limited to, supporting the Operations Manager and CNC Machinists, shipping and receiving,

R&D Engineering's Shop Tech will report to our Operation's Manager. The expected workload is first shift, Monday through Friday, 40 hours a week.

Job Responsibilities & Duties (include but are not limited to):

- Run basic Machinery such as Saws, Drill presses, and basic hand tools
- Operate a forklift
- Loading and unloading Shipping trucks

Qualification & Skills Requirements:

- Mechanically inclined
- Basic mathematics (Decimals and fractions)
- Fast learner
- Ability to read a tape measure
- Ability to read and interpret blueprints
- Ability to lift 50lbs
- Use forklift to assist loading/unloading truck deliveries

- Take pictures and document incoming/outgoing deliveries
- Identify incoming items and note any damage
- Prepare molds and package for shipment
- Tag and stack incoming molds on racks
- Perform general facilities maintenance/cleaning
- Carry out tasks assigned by mold supervisor
- Run miscellaneous machine shop equipment such as, but not limited to: table saw, grinders, drill press, hoist, and possibly welder.
- Cut stock materials
- Clean CNC machines, refill fluids: oil & coolant
- Perform regular routine maintenance on machines and shop equipment
- Monitor inventory: report low quantities to order more
- Cleaning (trash, mop, sweep)
- Abide by safety: safety glasses, steel toe shoes, helmet, gloves
- Other misc. duties assigned by supervisor
- Run misc. errands with company pickup truck
- Very organized and attention to detail
- Ability to multitask
- Preferable experience with a forklift
- Good communication skills
- Knowledge of mechanical equipment
- Efficient time management skills
- Ability to work independently while supporting a team environment
- Reliability

- Valid Driver's License
- Read a tape measure

Compensation and Benefits:

- Hourly wage of between \$17 and \$22 an hour depending on experience
- 401K plan with R&D match to a certain percentage
- GHC Health Coverage
- 7 holidays off paid
- PTO