



Production Craftsperson

Primary Function

Production Craftspersons are responsible for ensuring that the projects that are entered into the system for production are completed on time and exactly as approved to the standards that the Company maintains and that all communications necessary to deliver on this goal are executed in a timely and professional manner.

Major Responsibilities

1. Maintains open, daily communication with the team, with daily updates documented in production logs, schedules and other collaborative project management tools in use.
2. Holds responsibility for success of projects assigned.
3. Manages Post-production wrap-up
4. Manages tools and supplies inventory and assists with equipment and facility maintenance.
5. Follows and ensures compliance with safety practices.

Skills & Experience

- Experience and/or training in wood-working, sculpture, mold-making, ceramics, CNC machines, fabricating materials, detailing, finishing, installing (cabinets/fixtures/countertops etc.), or related disciplines is preferred and will be helpful with job duties.
- Able to read and interpret plans, details and specifications and use two-dimensional data to visualize in three dimensions.
- Computer literacy – basic MS Office.
- Proactive, flexible, team player who is comfortable working in a small company environment taking on a leadership role.
- Forward looking, able to see the problem well in advance, having a solution in place before a crisis.
- Highly motivated, self-starter.
- Organized, with excellent time management skills.
- Able to reliably and consistently work at least 40 hours a week and occasional weekend shifts is required.
- Job duties will require spending long hours standing and material-handling tasks that include occasional lifting of up to 50 lbs. in a manufacturing environment.
- Good verbal and written communication skills.
- Able to take coaching and feedback.
- Timely identify problems and propose creative solutions.
- Foster an enthusiastic, creative, "can do" attitude, and share the responsibility for achieving production goals.



1. Maintains open, daily communication with the team, with daily updates documented in production logs, schedules and other collaborative project management tools in use.

1. Uses panel/slab name as identified in shop drawings to communicate progress and status
2. Clearly labels slab/panel with name as identified in drawings and promptly use available stickers/markings to identify stage (“ready for post-cook check”, “coats of sealer”, “level of grinding/polishing”)
3. Promptly communicates with the appropriate team member/s so that the next steps in the process can be taken timely and efficiently
4. Promptly communicates via e-mail/verbally regarding production materials, pour-sheets, build drawings needed to stay on schedule
5. Promptly addresses any equipment malfunction, seeks additional support when necessary and assist with the process of repair and maintenance.

2. Holds responsibility for success of projects assigned.

I. Assists with production planning and accuracy

- i. Uses approved customer shop drawings to verify build drawings.
- ii. Uses available resources (table space, stacking/nesting feasibility, cook-time/cure-time, batch-size constraints) efficiently to ensure the best possible production outcome.
- iii. Create a bill of materials for production jobs and prepare requisitions for purchases as needed.

II. Ensures accuracy and timeliness of production

- i. Create precise build assemblies including forms, molds and frames using basic power tools. Verifies that materials provided conform to project specifications per approved shop drawings.
- ii. Verifies and documents conformance of interim assemblies to approved drawings using squares, rulers, straight edges, measuring tape and other basic tools and procedures.
- iii. Communicates need for final verification before cook/pour/finish.
- iv. Uses best practices to process each panel assembly/pour slab.

3. Manages Post-production wrap-up

- Ensures production documentation is complete
 - i. Keeps complete records of materials (including batch/lot numbers where necessary), parameters (temperatures, cook time, cure-times etc), and procedures (number of sealer coats, grinding passes, post-processes –patches, touch-ups, line-fixes, removal of inclusions etc).



- ii. Assists with maintenance of electronic records of projects for ease of future reference.
- Documents and organizes left-over production materials – pipes, strips, lighting, material cut-offs.
- Stores production rejects, documents piece attributes, assists with imaging for the online store, and final storage

4. Manages tools and supplies inventory and assists with equipment and facility maintenance.

- Manages and documents inventory of production materials – pipes, strips, cut-offs
- Manages inventory of shop-supplies & raw materials, communicates and ensures accuracy of ordering by using part numbers and descriptions as required
- Keeps tools and shop area organized and clean
- Keeps equipment manuals and other documentation easily available
- Manages and assists with planned equipment maintenance
- Assists with facility maintenance as requested
- Ensures minimal environmental impact by sorting and using available recycling containers and appropriate waste disposal

5. Follows and ensures compliance with safety practices.

- Gets familiar with and acts in accordance with available SDS (safety data sheets)
- Keeps all emergency exits in work area clear
- Uses appropriate personal protective equipment (PPE) at all times

Candidates can respond with their resumes to employment@sensitile.com

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At Sensitile we are proud of our work environment, pay package and the opportunities we provide our employees for personal and professional growth. Below is a short summary of the benefits.

1. Sensitile offers a health insurance plan to which it contributes a fixed percentage of individual premiums
2. Other benefits start after 90 days of employment and include:
 1. Paid Time Off (PTO) – which accrues per hour worked for a total of 5 days per year for the first 2 years of employment, 10 days for the 3rd through 5th year and 15 days after 5 years of employment
 2. Holiday Pay
 3. Short and Long Term Disability Insurance
 4. Life Insurance
3. Company contributed 401K Retirement Account – eligibility starts at 1 year of employment

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