

<p><b>M. A. FORD MANUFACTURING COMPANY, INC.</b> <b>Job Description</b></p>
---

**Job Title:** Coating Specialist

**Dept:** MTA Coating

**Status:** Non-Exempt

**JOB PURPOSE AND REPORTING STRUCTURE:** Under the direction of the Coating Cell Coordinator, the Coating Specialist is responsible for the application of specific coatings to tools specified by the end-user.

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

- A. Ensure paperwork and tools stay together
- B. Correctly login tools.
- C. Make sure product is free from burns, dirt, and grime.
- D. Make sure proper coating applied as requested to tools, and make sure trees are maximized for best possible tool coating.
- E. Coordinate coating runs.
- F. Coordinate coating runs with other departments.
- G. Monitor coaters to make sure running properly.

**NON-ESSENTIAL DUTIES:**

- A. Check product for chips and gouges.
- B. Keep department running smoothly.
- C. Inventory supplies.

**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.

Coating Specialist

**EDUCATION and/or EXPERIENCE:**

- A.** Requires High School Diploma.

**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 computer, keyboard and phone, and microscopes. Requires occasional use of micrometer, volt meter, and ruler.

**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 and to sit, walk, and stand.
- B.** Occasionally the individual is required to reach above the shoulders, talk or hear, or to stoop, kneel, crouch, or crawl.
- C.** Frequently, the employee is required to pick up ten pounds or less. and. occasionally, the employee is required to pick up 25 pounds or less while moving boards of tools from room to room.
- D.** Occasionally required to extend arms to lift and move baskets weighing approximately 25 pounds or more.

**C.** The specific vision ability required is close vision and 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 quiet.
- B.** Employees are subjected to heat from coaters while removing tools.
- 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.