www.geoprobe.com

Manufacturer of Geothermal & Water Well Rigs
www.drillmaxrigs.com

Divisions of Kejr, Inc. • 1835 Wall St, Salina, KS 67401 • *P:* 785-825-1842 • *F:* 785-825-2097

JOB DESCRIPTION

JOB TITLE: Production Support
DEPT: Service/Fabrication/Assembly
REPORTS TO: Service Director

SUMMARY:
Geoprobe®/DRILLMAX® seeks to hire a production support individual to join our team. This position will have the opportunity to work with our service, assembly, and fabrication teams setting each up for success. The position includes moving stock, documenting deliveries, and monitoring supplies. Successful candidates will be mechanical with strong hands-on skills, committed to high-quality work, and have a strong desire to serve others, to learn, and to grow.

RESPONSIBILITIES
- Maintain safe operations by adhering to safety procedures
- Unload trucks that enter the building
- Receive parts utilizing SAP
- Put away material/parts on the shelves.
- Pull and print production orders
- Stage parts for service, fabrication, and assembly
- Pull/ Create PTR's (parts transfer request) for other departments in a timely way
- Accept ownership for accomplishing new and different assignments by Manager &/or area lead to help co-workers
- Other tasks as assigned

SKILLS DESIRED
- Ability to follow verbal instructions, listening for desired results and asking questions when unclear
- Capable of learning and following safe operating procedures of each work area
- Desire to be a helpful team player; able to work independently and with others to complete the job
- Quality minded – takes the time to complete tasks with quality. Work will be inspected as needed to verify quality
- Strong communication skills – provides timely appropriate information, consistent follow up

REQUIREMENTS
- Reliable attendance, positive attitude, motivated to work hard, and honest in all situations
- Hands-on with strong mechanical abilities
- High School education or equivalent
- Physical stamina to be in a production environment for 8+ hours and strength to lift up to 50 pounds on occasion
- Hours are 8am – 5pm Expected hours are 40-45

TRAINING
- On the floor training