

Janitor

Founded by the Channell family in 1922, Channell is a global designer and manufacturer of equipment supplied to telephone companies and cable television network operators. Major product lines include a complete line of thermoplastic and metal fabricated enclosures, advanced copper termination and connection products, fiber optic cable management systems and heat shrink products.

Job Description

The Janitor position ensures that the company image is maintained at the highest level. This position requires that housekeeping in all office areas both private and general offices are maintained. This includes office furniture, all restrooms, hallways, dining areas, kitchens, walls, floors, carpets, windows, doors, and staircases. Maintains and manages janitorial and refreshment supplies and ensure that company policies and safety rules are followed on any shift positioned.

Detailed Job Description:

- Clean and maintain production work areas and remove debris/refuse.
- Mop and sweep floors, including operation of powered floor scrubber/sweeper.
- Maintain cleanliness of office areas.
- Clean and sanitize bathrooms and locker rooms.
- Empty trash and recycling cans indoors and outdoors, replace liners and clean receptacles as necessary.
- Restock supplies in bathrooms, break rooms, and common areas.
- Maintain adequate inventory of cleaning supplies and request new supplies as needed.
- Prepare documentation as needed regarding work and maintenance performed.
- Report all equipment failures to immediate supervisor.
- Maintain a safe and healthful work environment by practicing safe work habits, good housekeeping procedures and adhering to safety guidelines.
- Wear all proper protective equipment as required in work and in accordance with Safety Policy and OSHA standards. Items may include safety glasses, safety shoes/boots, hearing protection, etc.
- Complete other job-related duties and special projects as assigned by Supervisor.

Job Requirements:

- High school diploma or equivalent
- Some janitorial/custodial experience
- Ability to read and write in English
- Ability to lift up to 50 pounds
- Ability to stand 8 hours per day
- Must be able to walk, sit, stand, climb, bend, stoop, kneel, crouch, and crawl
- Must be able to work in both hot and cold conditions
- Must be able to work outside normal business hours/days as needed

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Assembler

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Job Description

The Assembler is responsible for assembling assigned product parts in accordance to production guidelines. Performs repetitive tasks according to specifications using hand tools, power tools, and production machines. Maintains good housekeeping practice and ensures that company policies and safety rules are followed by any task assigned. Responsibilities also include any other assignments provided by the immediate Supervisor.

Detailed Job Description:

- Assemble assigned product parts in accordance with established standards and production guidelines.
- Read and understand all work orders ensuring that all tools and materials are on hand.
- Read and understand how to utilize a Safety Data Sheet (SDS).
- Ensure production quotas are met in a timely fashion while observing the highest standards of safety and quality.
- Perform repetitive tasks according to specifications using hand tools, power tools, and production machines.
- Bolt, screw, clip or otherwise fasten together parts to form subassemblies.
- Inspect and measure finished products and compare them with requirements to determine if the process has been completed properly.
- Increase productivity and efficiency without compromising quality.
- Complete other job-related duties and special projects as assigned.

Job Requirements:

- High School diploma or equivalent
- At least one year of machining experience
- Ability to lift up to 50 pounds
- Always wear proper personal protective equipment, such as safety glasses, steel toe boots, and high visibility uniform

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Machine Operator

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Job Description

The Machine Operator is responsible for monitoring and controlling machine production. Sets up production equipment before executing job orders. Uses hands and arms in handling, installing, positioning, and moving materials. Operates equipment in a safe and effective manner. Ensures that equipment is maintained and in safe working condition. Maintains good housekeeping practices and ensures that company policies and safety rules are followed by any task assigned. Responsibilities also include any other assignments provided by the immediate Supervisor.

Detailed Job Description:

- Monitor and control machine production.
- Set up production equipment before executing job orders.
- Use hands and arms in handling, installing, positioning, and moving materials.
- Operate equipment in a safe and effective manner.
- Ensure that equipment is maintained and in safe working condition.
- Maintain good housekeeping practices and ensure that company policies and safety rules are followed.

Job Requirements:

- High School diploma or equivalent
- At least one year of machining experience
- Ability to lift up to 50 pounds
- Always wear proper personal protective equipment, such as safety glasses, steel toe boots, and high visibility uniform
- Capacity to work overtime as needed

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Maintenance Mechanic A

Founded by the Channell family in 1922, Channell is a global designer and manufacturer of equipment supplied to telephone companies and cable television network operators. Major product lines include a complete line of thermoplastic and metal fabricated enclosures, advanced copper termination and connection products, fiber optic cable management systems and heat shrink products.

Job Description

The Maintenance Mechanic A position performs specialized tasks on plant equipment and in office areas. These tasks shall include machinery repair or service, general building maintenance, any repairs necessary to the outside grounds, and maintaining repair or service records. Maintains good housekeeping in any area assigned and ensures that all company policies and safety rules are followed on any shift positioned.

Essential Functions:

- Plan, lead and execute preventative maintenance according to the schedule to minimize equipment downtime.
- Complete reactive maintenance on production lines to recover from equipment failures by repairing mechanical, electrical, and hydraulic systems.
- Create retrofits and fabrication, complete machine tear down/repair and assembly and work on PLCs, VFDs, and electric motors.
- Use troubleshooting skills to identify and solve equipment improvements.
- Formulate recommendations to improve maintenance methods, equipment, and processes to increase overall operational efficiency.
- Start up and shut down all production equipment and systems.
- Read and understand all work orders ensuring that all tools and materials are on hand and that proper instructions are given at the start of every shift or the beginning of each new work order.
- Perform time studies on all equipment that is in operation and all assemblies which are being assembled during each shift.
- Safely operate a forklift.
- Read and understand how to utilize a Safety Data Sheet (SDS).
- Complete other job-related duties and special projects as assigned.

Job Requirements:

- Strong mechanical, electrical, pneumatic, and hydraulic skills
- 10+ years of maintenance experience in an industrial or manufacturing environment
- Knowledge of manufacturing bill of materials and packaging specifications
- High School diploma or equivalent
- Strong computer skills including Word, Excel, and Outlook
- Experience with CMMS or ERP systems, Oracle preferred
- Ability to lift up to 50 pounds
- Ability to climb, pull, push, bend, stool, kneel, and lift
- Capacity to work overtime as needed

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Other Duties

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

Signatures

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Employee_____ Date_____

Maintenance Mechanic B

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Job Description

The Maintenance Mechanic B position maintains, fixes, and improves equipment used in plastics and metals operations, as well as troubleshoots problems. Maintains good housekeeping in any area assigned and ensures that all company policies and safety rules are followed on any shift positioned.

Detailed Job Description:

- Execute preventative maintenance according to the schedule to minimize equipment downtime.
- Complete reactive maintenance on production lines to recover from equipment failures by repairing mechanical, electrical, and hydraulic systems.
- Complete machine tear down/repair and assembly.
- Use troubleshooting skills to identify and solve equipment improvements.
- Work with team members and operators to ensure the daily production schedule is met.
- Start up and shut down all production equipment and systems.
- Conduct equipment inspections and verification of proper working condition.
- Safely operate a forklift.
- Complete other job-related duties and special projects as assigned.

Job Requirements:

- Strong mechanical, electrical, pneumatic, and hydraulic skills. Electrical skills are a plus
- 5+ years of maintenance experience in an industrial or manufacturing environment
- High School diploma or equivalent
- Effective communication skills, as well as strong problem solving and decision-making skills
- Strong computer skills including Word, Excel, and Outlook
- Ability to lift up to 50 pounds
- Ability to climb, pull, push, bend, stool, kneel, and lift
- Wear proper personal protective equipment, such as safety glasses, steel toe boots, and high visibility uniform
- Capacity to work overtime as needed

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Mold Setter

Founded by the Channell family in 1922, Channell is a global designer and manufacturer of equipment supplied to telephone companies and cable television network operators. Major product lines include a complete line of thermoplastic and metal fabricated enclosures, advanced copper termination and connection products, fiber optic cable management systems and heat shrink products.

Job Description

The Mold Setter is responsible for maintaining best operating parameters for tool, adjusting, troubleshooting, and understanding the machine functions and setting issues. Maintains good housekeeping in any area assigned and ensures that all company policies and safety rules are followed on any shift positioned.

Detailed Job Description:

- Safely and effectively execute mold changes per the production schedule or as needed to support the business.
- Properly setup all molds and related functions such as knockout, hot runner setup, hydraulics, and pneumatics for foam molding machines.
- Make repairs as needed to address fluid or air leaks.
- Pull and reset all mold halves, specifically for the purpose of mold repair.
- Install and remove auxiliary equipment from the molding floor.
- Ensure all documentation is completed, submitted, and filed in a timely manner.
- Assist with the startup of presses as required.
- Perform maintenance and minor repairs on molds.
- Complete other job-related duties and special projects as assigned.

Job Requirements:

- 2+ years of mold setting/process technician experience
- High School diploma or equivalent
- Strong communication skills and ability to communicate technically with various departments
- Fluent in English
- Highly organized and detail oriented
- Ability to multitask and prioritize assignments
- Ability to lift up to 50 pounds
- Wear proper personal protective equipment, such as safety glasses, steel toe boots, and high visibility uniform
- Capacity to work overtime as needed

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Welder

Founded by the Channell family in 1922, Channell is a global designer and manufacturer of equipment supplied to telephone companies and cable television network operators. Major product lines include a complete line of thermoplastic and metal fabricated enclosures, advanced copper termination and connection products, fiber optic cable management systems and heat shrink products.

Job Description

The production welder is responsible for following production schedules in accordance with work order specification requirements and blue prints. Must be able to read and write English. Must pass the weld test, including MIG & TIG, as this role will demand all varieties of metal including aluminum. Maintains quality through visual inspection of equipment, materials and process. Must be qualified to operate production welding equipment, trained and qualified to operate all equipment in the metals department and account for all shift production reporting. Maintains good housekeeping practice and ensures that company policies and safety rules are followed on any task assigned.

Primary responsibilities will include:

Job Requirements:

MIG and TIG experience

- Understand blue prints or drawings
- Understands various pieces of welding equipment
- Good hands on skills
- Certification in Welding is a plus.
- High school diploma or equivalent
- 50 pound weight limit

The following qualifications are not required but helpful:

- Welder Certification

EQUIPMENT USED:

- Various pieces of welding equipment including MIG and TIG welders
- Welding fixtures
- Deburring equipment
- Hydraulic and manual benders
- Various measuring tools
- Blue prints and drawings
- Forklifts/ Pallet jacks/Cranes
- Scales
- Various hand and grinding tools

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