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# Example of Production Tech Job Description

Our innovative and growing company is hiring for a production tech. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

## Responsibilities for production tech

* Must be able to read and understand technical manuals, P&ID’s, electrical schematics and control logic (SAMA) diagrams
* Must be able to respond to off-hour callouts, work a reasonable amount of overtime, and be able to work on a 12 hr rotating shift
* Carry out first line maintenance activities on the process plant and utility
* Report any defects or anomalies in a timely manner
* Respond to process trips and unplanned equipment stoppages in a timely manner
* Ensure comprehensive records and logs are maintained and effective handovers are carried out at shift and crew change
* Participate in Root Cause Analysis activities to improve process reliability
* Identify and propose ideas and solutions that will increase efficiency in production, cost or time without loss of integrity and present to management
* Perform maintenance and inventory checks
* Operate forklifts and basic production equipment

## Qualifications for production tech

* Must be able to clearly document steps completed in batch records and other documents
* Ability to work within an ISO13485 and GMP production environment and maintain compliance with our quality system
* Minimum of 1 year of electromechanical experience or training
* Must have the manual dexterity to perform precision fabric assembly and integration tasks
* Demonstrated self-starter with the drive and ability to set and achieve annual goals and learn quickly, the initiative to challenge the status quo
* Some Microbiology or other scientific background a plus