



Job Description – Production Technician II Form

JOB TITLE: Production Technician II

EMPLOYER: Concorde Specialty Gases

DEPARTMENT: Warehouse

SALARY: \$23/hour

BENEFITS: Concorde Specialty Gases currently offers a comprehensive benefits package to eligible employees and their dependents, including health and dental insurance; voluntary vision insurance; access to an Employee Assistance Program (EAP); 401(k) retirement plan with a Safe Harbor match; generous paid time off, including vacation, sick, and holiday time; Tuition Reimbursement program. The company is committed to supporting our employees' professional development, well-being, and financial security.

REPORTS TO: Warehouse Manager

SUMMARY: This position is primarily responsible for a wide range of warehouse tasks that are needed to keep the production flow of orders moving throughout the plant. HazMat, OSHA, and Forklift certifications will be provided.

DUTIES AND RESPONSIBILITIES:

- Testing of cylinders for moisture and purity to meet CSG standards.
- Check in of all cylinders that arrive daily, recording tare and gross weights for entry into cylinder tracking system.
- Inspect valves for proper working order and replace them at valve station if necessary.
- Paints, blasts, vacuums, and preps cylinders to be filled and shipped to customers.
- Records cylinder tare weights and other cylinder information.
- Drives fork truck (obtain license), moves cylinders and pallets.
- Continually improves safety awareness skills pertaining to the gas cylinder industry.
- Attends training to develop relevant knowledge and skills.
- Performs other related duties as assigned by management.

SUPERVISORY RESPONSIBILITIES:

- No supervisory responsibilities.

QUALIFICATIONS:

- High school diploma or general education degree (GED) and at least 1-year related experience and/or training.
- Computer skills required: Basic email and electronic communication. Ability to learn “production software” inputs and outputs.
- Employees must have basic English proficiency when performing their work, or working as a team, in the warehouse and any other areas that contain gas, chemicals, and equipment. Employees must have basic English proficiency in reading comprehension to ensure full understanding of all safety policies, procedures, and certifications for performing work in the warehouse and other areas that contain gas, chemicals, and equipment.



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COMPETENCIES:

- **Attendance/Punctuality** - Is consistently at work and on time; Ensures work responsibilities are covered when absent; Arrives at meetings and appointments on time.
- **Dependability** - Follows instructions, responds to management direction; Takes responsibility for own actions; Keeps commitments; Commits to long hours of work when necessary to reach goals; Completes tasks on time or notifies appropriate person with an alternate plan.
- **Oral Communication** - Speaks clearly and persuasively in positive or negative situations; Listens and gets clarification; Responds well to questions; Participates in meetings.
- **Safety and Security** - Observes safety and security procedures; Determines appropriate action beyond guidelines; Reports potentially unsafe conditions; Uses equipment and materials properly.
- **Technical Skills** - Assesses own strengths and weaknesses; Pursues training and development opportunities; Strives to continuously build knowledge and skills; Shares expertise with others.

PHYSICAL DEMANDS AND WORK ENVIRONMENT:

- Continually required to stand, walk, utilize hand and finger dexterity.
- Occasionally required to climb, balance, bend, stoop, kneel or crawl.
- Occasionally required to sit, talk, or hear.
- Continually work near moving mechanical parts.
- Frequently work around fumes, airborne particles, or toxic chemicals.
- Occasionally exposed to outside weather conditions.
- While performing the duties of this job, the noise level in the work environment is usually moderate.
- The employee must be able to frequently push, pivot, and move cylinders up to 235 pounds.
- Specialized equipment, machines, or vehicles used: Fork truck.

The above is intended to describe the general content of and requirements for the performance of this job. It is not to be construed as an exhaustive statement of duties, responsibilities, or physical requirements. Nothing in this job posting restricts management's right to assign or reassign duties and responsibilities to this job at any time. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions of the position.

We are an equal opportunity employer, and all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity or expression, pregnancy, age, national origin, disability status, genetic information, protected veteran status, or any other characteristic protected by law.

We are a drug-free workplace and are committed to providing a safe, healthy, and productive work environment for our employees. Employment with our company is contingent upon a successful completion of a pre-employment drug screen and background check.