

Kyocera

Production Career Launch

May 2019

Production Apprentice

Production Support positions are available in various departments. The company provides training and development including certifications on equipment, in addition to the college-level coursework at Clark College. These positions are part-time (under 30 hrs/week) and may require working weekends. Specific job duties vary by area.

STATUS: Part-Time

TYPICAL JOB DUTIES MAY INCLUDE:

- Prepare raw materials and/or equipment for testing
- Work from product specifications and written/verbal instructions given by supervisor to perform job duties.
- Reads, understand, and collect data from excel spreadsheets
- Check and inspect operation against predetermined tolerances
- Help maintain production equipment to ensure safe use.
- Learn basic maintenance processes of assigned equipment including process for handling minor equipment issues
- Understand all safety regulations. Participate in safety activities
- Other duties as assigned

ACADEMIC COURSEWORK

- Attend formal apprenticeship courses at Clark College
- Maintain a B of higher average.
- Tuition reimbursement to help defray college cost, and shift schedule will accommodate apprenticeship coursework.

MINIMUM REQUIREMENTS:

- Able to complete academic coursework while working part time.
- Able to read, understand, and follow written procedures and able to understand and follow verbal instruction. These include work procedures, safety policies and documents, and employment policies and procedures
- Able to do basic mathematical calculations.
- Able to accurately record data into computer system and learn computerized systems relating to specific processes.
- Able to follow safety procedures including wearing proper protective equipment. Some production areas require wearing a full cleanroom suit.
- Must have good decision-making skills. Able to analyze a situation and proactively troubleshoot problems.
- Must be dependable, detail oriented, and have a strong work ethic.
- Must be at least 18 years old.
- Offers of employment are contingent on a pre-employment drug screen and background check

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PREFERRED KNOWLEDGE/SKILLS/EXPERIENCE:

- Mechanical background/aptitude or experience with equipment is helpful.
- High School Diploma or GED required.

WORKING CONDITIONS:

Conditions vary by area. Many areas require standing for long periods of time. May occasional lift up to 50lb. May be exposed to moderate noise levels and may work in proximity to a vast array of gases and chemicals, including acids and caustics. Usage of personal protective equipment (PPE) and compliance with company safety policies and procedures is required.