

# Job Description



## Production Worker

### JOB POSTING – Sheffield Metals La Mirada, CA

#### Position Summary

Perform general manual labor duties including loading, unloading, lifting and moving materials; assist in a variety of functions with manual labor tasks, as needed; relies on instructions and pre-established guidelines to perform the functions of the job

#### Job Duties

1. Pull sheets and complete appropriate packaging per specs of each order
2. Spin down pre-slit coil stock and complete appropriate packaging per specs of each order
3. Load and unload will-call customers, LTL vans and flatbed trucks with fork lift (includes palletized coils & sheets, load customer equipment and maintain/log all shipments)
4. Operate all equipment including the cut to length, core cutter, slitter, as needed
5. Count, record and report inventory as required including but not limited to: sheet, coil and accessory stock, shop supplies, skids, cores etc.
6. Report defective or substandard material, supplies or products
7. Maintain work area, equipment and tools in a clean and organized manner; follow all safety guidelines
8. Represent the Company in all daily interactions with customers, freight personnel and other employees
9. Other duties as assigned

#### Education

A high school diploma or GED is preferred; trade school or military experience a plus

#### Experience & Skills

- Tow motor experience preferred
- Must be able to lift or pull a minimum of 50 pounds
- Requires solid written and verbal communication skills
- Demonstrated mechanical aptitude
- Strong analytical, conceptual and planning skills are required
- Excellent math skills and overall PC literacy (Microsoft Office) are required
- Must be detail oriented, self-motivated and disciplined with the ability to multi-task
- Must successfully complete a criminal background check, physical, drug screen and E-verify

#### Travel

Travel for this position is rare; less than 10%

If interested in applying for this position, please submit your resume and letter of intent (why you feel you would be a good candidate for this position) to [careers@mazzellacompanies.com](mailto:careers@mazzellacompanies.com) or fax resume and cover letter to 440.239.5703.

Or, mail resume and cover letter to:  
Human Resources  
Mazzella Companies  
21000 Aerospace Parkway  
Cleveland, OH 44142

Mazzella Companies participates in the federal government's E-Verify program. With all new hires, we provide the Social Security Administration and when applicable, the U.S. Department of Homeland Security with information from each new employee's Form I-9 to confirm work authorization.

This job description is not meant to be an all-inclusive list of duties, functions and/or responsibilities of this position. Other related functions and responsibilities may be assigned by the immediate supervisor as required to complete assignments or initiatives. Mazzella Companies reserves the right to change, add, delete or modify job functions as necessary based on business necessity. The Company or employee, independently, has the right to terminate employment at any time for any reason; employment is at will. This job description does not promise or guarantee continued employment with Mazzella Companies.