

## CAREER OPPORTUNITY

Position: Helper / Grinder  
Location: Tulsa, OK  
Classification: Full-Time, Non-Exempt

### Job Summary:

Perform helper duties in any department within the plant in order to meet production schedule requirements as directed by Production Manager.

### Main Duties/Responsibilities:

- Ensure a safe working environment is maintained at all times.
- Perform general labor duties as required (i.e. grinding, loading and unloading of trucks)
- Keep working areas clean and perform housekeeping duties around the plant internally and externally as required (i.e. pickup tools, roll-up hoses, cables and sweeping)
- Sweep and clean shop floors, offices, break rooms and bathrooms.
- Report abnormal conditions of equipment to Production Manager.
- Ensure a safe working environment is maintained at all times.
- Perform general labor duties as required (i.e. grinding, loading and unloading of trucks)
- Keep working areas clean and perform housekeeping duties around the plant internally and externally as required (i.e. pickup tools, roll-up hoses, cables and sweeping)
- Sweep and clean shop floors, offices, break rooms and bathrooms.
- Observe and work in a safe and secure manner, comply with safety rules and procedures.
- Assist in performing small repairs and preventative maintenance on equipment.
- Assist in placing and removing pieces, components, and products to/from the work areas.
- Operate overhead cranes, forklifts, and other mobile equipment for the moving of material, components, and equipment from location to location within the plant.

### Qualifications:

Any combination of education and experience providing the required skill and knowledge is qualifying. Typical qualifications would be equivalent to:

- Capable of reading and understanding documents.
- Capable of lifting 50 lbs. up to waist.
- Valid driver's license and proof of insurability

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- Wears personal protective equipment as necessary
  - Overtime as required to meet project schedules

**Compensation:**

The successful candidate will receive a competitive salary and an attractive benefits package which may include, but is not limited to: medical, dental, life insurance and flexible spending account.

**Screening:**

All candidates will be subject to drug and alcohol screening and a background check prior to employment.

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## SUBMISSION

Submit your resume with the [applicant data sheet](#) or submit a completed [employment application form](#) to:

**Postal Mail:**

208 N. Iron St.  
Paola, KS 66071  
Attn: Human Resources

**Email:**

[hr@tfes.com](mailto:hr@tfes.com)

Taylor Forge is an equal opportunity employer and all qualified applicants will receive consideration for employment.

EO/AA Employer/Veterans/Disabled.

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### OBSERVE ALL SAFETY PRACTICES

The above statements are intended to describe the general nature and level of the work being performed by the people holding this position and shall not be construed as a detailed description of all the work requirements that may be inherent in the job. Incumbents will follow any instructions, and perform any other related duties, as may be required.