

2010 Benefit Survey

The 2010 Greater Owensboro Wage & Benefit Survey is designed to assist local industries with decision making for HR and payroll purposes. The information may also be used by the Greater Owensboro Economic Development Corporation in the retention and attraction of business to the area. All data submitted in this survey is strictly confidential and that which is identifiable by company will be viewed ONLY by the staff of GOEDC. The survey will be available online until January 31st, 2010. Results will be emailed to each participant and available online in March 2010. If you have any questions or concerns while completing the survey, please contact our office at 270-926-4339 or email sdarnell@owensboro.com. **Please note:** You can only save a copy of this completed form by using Adobe Acrobat; Adobe Reader will not allow the completed form to be saved.

Sec. I General Information

1. May we list your company as a participant in this Survey?	<input type="checkbox"/> Yes <input type="checkbox"/> No
2. Total number of full-time employees:	Hourly: _____ Salary: _____
3. Are you or your employees covered under any collective bargaining agreement?	<input type="checkbox"/> Yes <input type="checkbox"/> No
4. What is your facility's annual turnover rate?	
5. What is the average ratio of production employees to supervisors?	
6. What is your Full Time Employee Equivalent (if you have part-time and full-time).	
7. What is your company's NAICS code(s)?	_____ _____ _____

Sec. II Benefit Information

Additional space is provided at the end of this survey for questions requiring a lengthy explanation. Please note the number of the question you are responding to on this sheet.

1. What percent of total gross payroll does your employer provided benefit package cost? Include federal and state required contributions and medical, dental, life, short-term disability, long-term disability, vacation, vacation, paid holidays, other paid sick leave, worker's compensation, retirement, 401(k), etc.	_____ %
2. What rate of pay do you pay in the following situations?	
Over 40 hours worked in a week:	<input type="checkbox"/> Regular <input type="checkbox"/> Time & a half <input type="checkbox"/> Double
Saturday (as such):	<input type="checkbox"/> Regular <input type="checkbox"/> Time & a half <input type="checkbox"/> Double
Saturday (6th day worked in a week):	<input type="checkbox"/> Regular <input type="checkbox"/> Time & a half <input type="checkbox"/> Double
Sunday (as such):	<input type="checkbox"/> Regular <input type="checkbox"/> Time & a half <input type="checkbox"/> Double
Sunday (7th day worked in a week):	<input type="checkbox"/> Regular <input type="checkbox"/> Time & a half <input type="checkbox"/> Double
Do exempt positions receive compensation for over 40 hours worked?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, please explain:	

3. What shift differential is paid for the following shifts?	2nd Shift: \$ _____ 3rd Shift: \$ _____																					
4. What is the minimum "call in" pay? What is the minimum hours paid for call in?	\$ _____ _____																					
5. How many paid holidays do you have?																						
6. How many floating holidays do you have?																						
7. In addition to Holiday pay, what does your company pay an employee who works on a recognized holiday?																						
8. Do your employees earn vacation or other paid time off by length of service or by hours worked? (Please explain)																						
<p>9. How many years of service are required to accrue the following amounts of vacation?</p> <table style="width: 100%; border: none;"> <thead> <tr> <th style="width: 60%;"></th> <th style="width: 20%; text-align: center;">Hourly/Production</th> <th style="width: 20%; text-align: center;">Salary</th> </tr> </thead> <tbody> <tr> <td style="text-align: right;">1 week:</td> <td></td> <td></td> </tr> <tr> <td style="text-align: right;">2 weeks:</td> <td></td> <td></td> </tr> <tr> <td style="text-align: right;">3 weeks:</td> <td></td> <td></td> </tr> <tr> <td style="text-align: right;">4 weeks:</td> <td></td> <td></td> </tr> <tr> <td style="text-align: right;">More than 4 weeks:</td> <td></td> <td></td> </tr> <tr> <td style="text-align: right;">Accrual rate for less than 1 year of service:</td> <td></td> <td></td> </tr> </tbody> </table>			Hourly/Production	Salary	1 week:			2 weeks:			3 weeks:			4 weeks:			More than 4 weeks:			Accrual rate for less than 1 year of service:		
	Hourly/Production	Salary																				
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4 weeks:																						
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Accrual rate for less than 1 year of service:																						
10. Does your company offer any other type of Paid Time Off (i.e. sick, personal, etc.)?	<input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please describe:																					
<p>11. Do you offer Short-Term Disability to your employees?</p> <p>If yes, do your employees pay any portion of the STD coverage? If yes, how much?</p> <p>what is the waiting/elimination period?</p> <p>what is the maximum duration of STD benefits?</p> <p>what percent of wages does this plan pay?</p> <p>is this plan linked to years of service or accrual of paid sick days?</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No \$ _____ _____ _____ <input type="checkbox"/> Yes <input type="checkbox"/> No																					
12. What type of health insurance plan do you offer your employees?	<input type="checkbox"/> Indemnity-fully insured <input type="checkbox"/> Preferred Provider (POP) <input type="checkbox"/> Health Maintenance Organization (HMO) <input type="checkbox"/> Self funded, fully administered <input type="checkbox"/> Other																					
13. If health insurance coverage is self funded, is a Third Party Claims Administrator used?	<input type="checkbox"/> Yes <input type="checkbox"/> No If yes, who?																					

<p>24. Do you offer a 401(k) plan to your employees?</p> <p>If yes, what is the waiting period to join? (months)</p> <p>what percent and up to how much do you match of your employee's contributions? (Ex. 50% of the first 5%)</p> <p>how long must an employee be employed before they are eligible for a matching contribution?</p> <p>how many loans does your plan permit at one time?</p> <p>does your plan allow hardship withdrawals?</p> <p>what is your vesting schedule?</p> <p>are participants automatically vested at age 55?</p> <p>If not, what age?</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>_____</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Age: _____</p>
<p>25. Do you offer a retirement/pension plan (defined benefit) to your employees?</p> <p>If yes, what is the waiting period for joining?</p> <p>what is the formula you use to determine benefits?</p> <p>what would the monthly benefit be for a 25 year employee with an average final earnings of \$30,000 per year?</p> <p>are participants automatically 100% vested at age 55?</p> <p>If not, what age?</p> <p>what is your plan's full retirement age?</p> <p>is lump sum distribution permitted at termination or retirement?</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>_____</p> <p>_____</p> <p>_____</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Age: _____</p> <p><input type="checkbox"/> 62 <input type="checkbox"/> 65 <input type="checkbox"/> Other</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>
<p>26. Does your company have an Employee Assistance Program (EAP)?</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>
<p>27. Does your company have a wellness program?</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>If so, please explain as to what is offered:</p>
<p>28. Does your company co-share the cost of prescription safety glasses?</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>If yes, please describe:</p>
<p>29. Does your company co-share the cost of safety shoes?</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>If yes, please describe:</p>
<p>30. Does your company have a clothing allowance?</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>If yes, Maintenance: \$ _____</p> <p>All employees: \$ _____</p>
<p>31. Do you have a relocation policy?</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>If yes, please describe:</p>

32. Does your company offer tuition reimbursement?	<input type="checkbox"/> Yes <input type="checkbox"/> No
33. Are any of the following REQUIRED to get an ENTRY LEVEL POSITION with your company?	High School Diploma/GED?: <input type="checkbox"/> Yes <input type="checkbox"/> No TABE test?: <input type="checkbox"/> Yes <input type="checkbox"/> No WorkKeys certificate?: <input type="checkbox"/> Yes <input type="checkbox"/> No College Degree?: <input type="checkbox"/> Yes <input type="checkbox"/> No Background Check?: <input type="checkbox"/> Yes <input type="checkbox"/> No Drug Screen?: <input type="checkbox"/> Yes <input type="checkbox"/> No Physical?: <input type="checkbox"/> Yes <input type="checkbox"/> No Other: _____
34. What criteria are used to determine pass/fail on a drug screen?	
35. What type of background check for:	Hourly: _____ Salary: _____
36. What is your turnaround time on background screens?	
37. How long is your probationary period for new hires? (months)	
38. What is your company's smoking/tobacco policy? Please explain.	
39. Do you use temporaries on a regular basis? If yes , are they temp to hire? How many temps a week are used (average)?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No _____
40. What is your annual payroll?	
41. Do you have part-time positions?	<input type="checkbox"/> Yes <input type="checkbox"/> No
42. Do you provide internships?	<input type="checkbox"/> Yes <input type="checkbox"/> No
43. Does your company match employee donations for United Way, College donations, etc.?	<input type="checkbox"/> Yes <input type="checkbox"/> No
44. What is the most difficult position you have had to fill in your company based on skills?	
45. What, if any, adjustments have you made in response to economic conditions over the last year?	<input type="checkbox"/> None <input type="checkbox"/> Cut OT <input type="checkbox"/> Plant shutdown <input type="checkbox"/> Freeze hiring <input type="checkbox"/> Freeze increases <input type="checkbox"/> Omit bonuses/incentives <input type="checkbox"/> Omit holidays <input type="checkbox"/> Other: _____

Continued Information

This blank page is provided as additional space for questions requiring a lengthy explanation. Please indicate which number(s) you are responding to before completing your answer.

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2010 Wage Survey

	Position	Description	Minimum Salary	Maximum Salary	Average of all Incumbents	# of Incumbents in position
1	Accountant	Computes and prepares data for journal entries, financial statements, ledgers, reports and taxes. Bachelor's degree or equivalent and basic knowledge of accounting principles.				
2	Accountant - Sr.	Prepares balance sheets, profit, loss, general ledgers, subsidiary statements, and monthly reconciliation. May provide guidance to lower level employees. Thorough knowledge of accounting principles, bachelor's degree and two years experience in general accounting.				
3	Accounting Clerk	Performs routine accounting duties such as preparing reconciliations and recurring, standard, monthly journal entries. Completes month end closing procedures. High school education.				
4	Accounting Clerk - Sr.	Performs moderately complex accounting functions. Prepares summaries, reports, charts and/or graphs as requested. Thorough knowledge of bookkeeping procedures, high school and two years experience.				
5	Administrative Assistant	Performs a variety of tasks including scheduling, reporting and tracking information for an executive. Reviews and answers correspondence. Performs clerical and office duties as needed. Knowledge of company policy and procedures and department operations. High school education and some secretarial experience.				
6	Buyer	Responsible for acquiring materials, supplies and services and placing purchase orders for goods. Coordinates purchasing activities with other departments and reviews opportunities for new supply sources and suitability of materials offered. Bachelor's degree and some experience in purchasing, materials or distribution area.				
7	Buyer - Sr.	Responsible for acquiring, purchasing and negotiating materials, equipment and supplies. Oversees purchasing logs and records, monitors quality of goods, costs, schedules, timeliness of delivery and conformance to specifications. Trains lower level buyers. Bachelor's degree with significant knowledge of purchasing responsibilities.				
8	Cost Accountant	Conducts studies that provide detailed information regarding the costs of business activity. Compares factors affecting prices and profitability of products or services. Bachelor's degree in accounting or finance.				

9	Controller	Provides financial analysis, planning and budget control. Advises on profitability of company and assets, develops strategic and long-term financial goals and regulatory compliance. Master's degree in accounting and significant experience. Reports to Chief Financial Officer.				
10	Customer Service Representative - Manager	Responds to and solicits customer's inquiries, satisfaction or complaints regarding products or services. Knowledgeable of company policies, procedures, practices, products and services in order to provide and explain solution to issues. High school education.				
11	Customer Service Representative - Technical	Provides problem resolution and trouble shooting to customers over the telephone, assists with product updates, relays customer feedback to appropriate departments. Provides guidance, training and instruction to non-technical representatives. Bachelor's degree in related technical field with two years experience.				
12	Desktop/computer Support Coordinator	Investigates and resolves user software and hardware problems. Thorough knowledge of organization's hardware and software systems. Bachelor's degree or equivalent education and experience.				
13	Desktop/computer Support Specialist	Designs systems, selects hardware and software to serve user needs. Researches and evaluates software and new technology, and may establish training programs. Bachelor's degree in math or computer science and three years experience.				
14	Driver					
15	General Manager	Formulates policies, manages daily operations, and plans the use of materials and human resources for the company or a sector of the organization. Responsible for the overall strategic planning and direction of the company or organization and allows the various functions of daily operations to be handled by managers.				
16	Human Resources Assistant	Prepares HR documents, records statistics and handles confidential material in the HR dept. Completes special assignments and projects as required. High school education and prior clerical experience needed.				
17	Human Resources Generalist	Performs salary administration, recruiting, staffing and/or benefit liaison functions. Ensures compliance with legal and corporate guidelines. Bachelor's degree in human resources management or related area and two years experience.				

18	Human Resources Manager	Manages, directs and evaluates organization's programs regarding the recruitment, development and retention of employees. Knowledgeable of EEO laws and general HR concepts. Bachelor's degree required in personnel management or related area with five years progressive HR experience.				
19	Information Systems Director	Directs the information systems activities for the organization. Provides ongoing liaison with user groups to implement programs, determine needs and resolve problem situations. Negotiates purchase and/or maintenance contracts on hardware or software. Bachelor's degree and extensive information systems management experience.				
20	Network Administrator	Administers e-mail system, installs upgrades and monitors network performance to maintain standards, and corrects as necessary. Responsible for network security, including registering users and installing firewalls. Bachelor's degree or equivalent experience.				
21	Payroll Clerk	Records, maintains, checks and balances time cards and salary changes through payroll. Calculates pay including standard deductions and taxes. Distributes payroll checks. High school education.				
22	Payroll Clerk - Sr.	Same as payroll clerk, plus three years experience in payroll. May perform some more complex procedures related to payroll.				
23	Payroll Supervisor/ Manager	Supervises payroll personnel to ensure proper process. Prepares and submits federal, FICA and state income tax deposits, employer contributions and special allowances. May prepare journal entries and reconcile payroll and tax ledger account and W-2's. Bachelor's degree or equivalent experience and four years experience.				
24	Programmer/ Analyst	Assists in developing and/or modifying program specifications and information systems. Designs, codes, tests and debugs programs. Bachelor's degree in computer science and three years experience.				
25	Programmer/ Analyst - Sr.	Performs all phases of applications systems analysis and design. Analyzes and revises system logic. Bachelor's degree in computer science and five years experience.				

26	Purchasing Manager	Oversees the activities of the purchasing department in procuring materials, equipment and services. Reviews and approves large purchases over buyers' limits. Develops purchasing plan and the policies and procedures for the purchasing area. Bachelor's degree and seven years of progressive purchasing experience. Typically reports to Materials Management Director.				
27	Quality Control Manager	Manages the quality function by providing work direction for quality engineers, quality control supervisor(s) and various levels of inspectors. Establishes, monitors and maintains quality control system. Bachelor's degree and five years of experience.				
28	Quality Control Supervisor	Responsible for incoming and in-process inspection, sampling, vendor and final testing and inspection of finished products. Suggests changes in standards, test equipment and gauges to facilitate work and maintain quality. Performs normal supervisory functions for a department. High school education, five years of related experience and familiarity with all areas of quality control.				
29	Quality Control Technician	Tests and inspects products at various stages of production process and compiles and evaluates statistical data to determine and maintain quality and reliability of products. Uses gauges and other devices to verify conformity to standards of product. High school and two years inspection/production experience.				
30	Receptionist					
31	Safety Director	Develops health and safety programs for various facets of the organization and performs activities to promote the maintenance of safe and healthy working conditions. Ensures compliance with OSHA regulations. Requires bachelor's degree with six years of related experience. May report to HR Director.				
32	Safety Supervisor	Directs the implementation of the company's safety program. Supervises staff to establish and maintain a safe and healthy work environment. Monitors facility and processes for adherence to OSHA guidelines and the elimination of industrial accidents. Bachelor's degree and three years related experience required.				

33	Systems Analyst	Confers with user departments to identify system requirements and solve moderately complex business problems. Prepares detailed specifications from which programs can be written. Analyzes and revises existing system logic. Assists user departments in developing procedures and trains staff on the use of computer system. Bachelor's degree in business, computer science or equivalent and four years experience.				
34	Systems Analyst - Sr.	Performs same functions of Systems Analyst plus provides guidance and training to lower level, less experienced analysts. Requires knowledge of two or more 4th generation programming languages and/or databases. Bachelor's degree in business, computer science or equivalent and six years experience.				
			Minimum hourly wage	Maximum hourly wage	Average of all incumbents	# of Incumbents in position
35	Assembler - Electronic	Performs routine assembly operations of a repetitive nature on electronic components and subassemblies. Uses samples, simple drawings, schematics, written and verbal instructions, and hand tools to perform work. No previous experience required				
36	Assembler - Light	Assembles parts to form complete units or subassemblies at a bench or conveyor line. Uses hand tools, small power tools and other special equipment. Receives detailed written and verbal instructions on all work. Reassembles or reworks units as required. No previous experience required.				
37	Assembler - Heavy	Assembles large and heavy parts to complete units or subassemblies. Performs a variety of specialized assembly operations, such as riveting and welding. Uses hand tools, power tools, and other special equipment to perform assembly operations. May refer to technical drawings, engineering notices, etc. Previous assembly experience.				
38	CAD Designer	Performs new and revised product design using CAD equipment. Requires thorough knowledge of drafting techniques, engineering terminology and manufacturing materials. Associate's degree in Computer Aided Drafting with a minimum of one year directly related experience.				

39	CAD Draftsperson	Uses CAD equipment to prepare routine layouts and detail drawings, sketches and diagrams. Makes simple decisions but refers most questions/problems to CAD designers or supervisor. Familiarity of CAD/CAM equipment and relationship of CAD to CAM is required. High school with two-year technical school with emphasis on drafting and math, and/or equivalent experience and training.				
40	Custodian/Janitorial					
41	Design Engineer	Designs, develops or redesigns new or existing products. May oversee assembly and tests of engineering prototypes. Bachelor's degree in engineering. Typically reports to Design Manager.				
42	Design Engineer - Sr.	Performs same functions as Design Engineer plus provides technical expertise to less experienced design engineers. Bachelor's degree and three years of experience. Typically reports to Design Manager.				
43	Electrical Engineer	Researches, designs, develops, tests and installs electrical apparatus, components, equipment and machinery. Operates systems, machinery and equipment used for generation, transmission and distribution of energy. Bachelor's degree in electrical engineering.				
44	Electrical Engineer - Sr.	Performs same functions of Electrical Engineer. Has comprehensive knowledge of electrical engineering principles, concepts, practices and theories. Bachelor's degree in electrical engineering and three years related work experience.				
45	Electrician	Repairs, maintains, replaces, installs and tests electrical/electronic systems, circuits and equipment. Analyzes equipment failures, determines cause and makes necessary adjustments. Operates electrical hand tools and voltage or ampere measuring devices. Formal apprenticeship or equivalent training and experience.				
46	Electrician - Sr.	Repairs and installs complex electrical equipment, including automated machines, controls, panels, relays, circuit breakers, communication systems and alarms. Diagnoses problems, replaces or repairs parts, detects and replaces defective control modules. Provides technical assistance to lower level maintenance electricians. Completed formal apprenticeship or equivalent and three years experience.				

47	Electronic Technician	Performs a variety of tests on electronic components to determine functioning level and capacity. Builds simple systems from instructions and directions; makes modifications and recommendations for improvement to systems. Basic knowledge of principles, practices and procedures in electronics field and an associate's degree in electronics. Some experience in troubleshooting electronic systems.				
48	Electronic Technician - Sr.	Performs same function of Electronic Technician as well as providing guidance and instruction to lower level technicians. Thorough knowledge of concepts, practices and procedures in electronics field, an associate's degree in electronics and three years experience.				
49	Engineering Manager	Manages and coordinates activities of engineering staff. Forecasts operating costs and directs preparation of budget requests. Bachelor's degree in engineering and eight years related experience. This may be the top engineering level in smaller companies. May report to Engineering Director in larger companies.				
50	Fork Lift Operator	Operates a gas or electric forklift in and between departments, building and grounds. Collects and delivers materials to work areas as directed, stacks materials in storage areas and loads shipments in trailer. High school education and one year of related experience.				
51	HVAC Technician	Installs, maintains and repairs heating, ventilation and air conditioning systems. Inspects systems and related equipment. Formal apprenticeship or equivalent training and experience.				
52	Inspector	Performs basic dimensional and visual inspection of parts, assemblies or final product. Uses various measuring devices to ensure compliance with specifications. Prepares and maintains required inspection records. One year of previous inspection experience using measuring instruments and interpreting blueprints.				
53	Inspector - Sr.	Performs same function of Inspector as well as interaction with external agencies to ensure compliance with specifications and to facilitate the acceptance of parts. Two years previous related experience using measuring instruments and interpreting blueprints.				
54	Lab Technician	Performs a variety of laboratory tests on raw materials, finished products, chemicals and equipment. Maintains detailed test documentation and data. Two years formal education in chemistry, medical technology or related science and two years experience in laboratory environment.				

55	Lab Technician - Sr.	Performs same function as Lab Tech plus assists in the preparation of technical reports, summaries, protocols and quantitative analyses of test results and capable of performing all laboratory procedures. Two years formal education in chemistry, medical technology or related science and four years experience in laboratory environment.				
56	Machine Operator	Performs operations on assigned machines. May perform simple or routine setups; notifies machine set-up/adjuster if more complex tool or machine adjustments are required. May operate computer console. Uses simple measurement instruments to check work. Previous experience desirable.				
57	Machine Setup	Performs set-up, installs, adjusts, repairs, tests, calibrates and may operate production line machinery. Performs preventative maintenance as needed. May implement programs to standardize and minimize production changeovers and machine downtime. High school education and machine shop training in mechanics.				
58	Machinist	Sets up and operates machine tools and fits and assembles parts to make or repair metal parts, mechanisms, tools or machines using machine tools ranging from lathes to milling machines. May operate computer console/computer controlled machine. Uses precision measuring instruments to check accuracy of work. Machine shop training in mechanics, shop mathematics, metal properties and layout and machining procedures. Completion of formal training program or apprenticeship program may be required.				
59	Maintenance Manager	Manages maintenance functions for a facility and ensures that maintenance department objectives are met including project, cost, quality and safety factors. Seven years of supervisory experience. May report to Plant Engineering Manager.				
60	Maintenance Mechanic	Performs skilled maintenance and repair of mechanical, electrical, and other physical structures. Assists higher-level mechanics. One year experience.				
61	Maintenance Mechanic - Sr.	Performs skilled maintenance and repair of mechanical, electrical, HVAC and other physical structures. Uses hand and power tools. Advanced knowledge of mechanical and facilities repair and maintenance. Three years experience.				
62	Maintenance Supervisor	Directs skilled and unskilled staff in the maintenance of building, grounds and equipment. Recommends or initiates personnel actions and administers company policies for the department. Five years experience.				

63	Maintenance Helper	Assists skilled trades workers with routine installations, repairs, construction and replacement of equipment. Uses a variety of hand and power tools. Thorough knowledge of equipment with some formal training or education.				
64	Material Handler	Compiles and maintains database of inventory records of the quantity, cost, and type of material, equipment, merchandise, or supplies stocked in the company. Prepares reports, and recommends options for defective or unusable items. High school education.				
65	Materials Management Director	Engages in sensitive negotiations for critical and high value items. Controls, measures and regulates efficient inventory levels of materials, commodities and purchased items and determines final disposition. Directs the scheduling of production for the manufacturing of the company production lines. Bachelor's degree in materials management or related area, eight years experience in materials management area.				
66	Mechanical Engineer	Researches, designs and develops tools, engines, machines, controls, equipment and mechanical processes. Oversees production, installation, operation, maintenance, repair and development of new, modified and/or existing systems. Bachelor's degree in mechanical engineering.				
67	Mechanical Engineer - Sr.	Performs same function of Mechanical Engineer. Bachelor's degree in mechanical engineering and three years related work experience.				
68	PLC Technician	Must have the ability to maintain and repair automated equipment. Programming knowledge in control automation and networks, hydraulics, pneumatics, conveyors, and compressors. Five years experience in programming and schematics.				
69	Plant Manager	Directs and coordinates activities of industry or organization to obtain optimum efficiency of operations and maximize profits. Follows production and company objectives to direct departments through subordinate supervisors. Responsible for costs, methods, operations, quality and quantity of production. Bachelor's degree and ten years experience that includes all areas of plant operations. Reports to the Top Manufacturing Executive.				
70	Press Operator/ Finisher - Semi-skilled	Performs manual operation only, using pre-sheared strip and blank size stock of a variety of materials. Performs press set ups of average complexity, selects bolster plates and adjusts devices as necessary. High school education and one year previous machine shop experience.				

71	Press Operator - Sr.	Same function as Press Operator/ Finisher, plus performs minor repair of dies and determines when maintenance is required. Arranges work places, furnishes materials and manufacturing information and demonstrates operation of equipment to lower level operators. Monitors operation of equipment during production run and makes any necessary adjustments. High school education and five years experience in the operation of a variety of presses.				
72	Process Engineer	Determines the operations required for fabrication, assembly, machining or processing of products from parts drawings, specifications and other engineering material. Decides and plans sequence of operation, forecasts time requirements and prepares operation sheets. Bachelor's degree in industrial engineering or mechanical engineering and three years experience. May report to Manufacturing or Engineering Manager.				
73	Production - General	Performs a combination of production tasks, which may include: loading machinery, positioning work, setting up jobs, adjusting and operating machinery. May load and unload materials, parts or products; deliver parts or stock to designated work areas; pack products; load packaging machinery and may clean surface of machines and work areas. No production experience required.				
74	Production- Lead	Assists supervisor in coordinating activities of workers in manufacturing processes, utilizing knowledge of equipment, procedures and specifications. Performs work of general production operator. May monitor production and adjust work assignments, repair machines, test products and train workers in equipment operations. Two years production experience.				
75	Production Planner/ Scheduler	Schedules the production of parts, assemblies or tooling as required by the master production scheduler. Monitors material inventories, tracks progress of production and reviews factors that affect schedules. Makes necessary modifications and issues orders to the appropriate department when revisions are approved by higher level employee. Education beyond high school and three years manufacturing experience.				
76	Production - Supervisor/ Manager	Plans work, makes assignments and trains new employees in a specific department. Assists in the hiring process and administers company policies for assigned department. High school education and two years experience as a lead operator in a similar manufacturing operation.				

77	Tool & Die Maker	Develops, constructs and alters a wide variety of jigs, fixtures and gauges. Performs assignments that range from the use of ordinary tool room operations to work involving accurate relationships and extremely close tolerances. Plans construction procedures and methods, selecting the proper materials. Three years experience acquired through a formal apprenticeship program or equivalent training and experience.				
78	Tool & Die Maker - Sr.	Performs same function of Tool & Die Maker plus trains lower level employees. Formal training and five years experience in tool & die making				
79	Warehouse Worker	Performs a variety of warehouse duties that may include packing, pulling/checking customer orders, replenishment, shipping and material handling. May use automated warehouse management system. May operate hand and power equipment for material handling to accommodate storage of products throughout warehouse. No previous experience required.				

Please print a copy for your records.

Please note: You can **not** save a copy of the completed form if using Adobe Reader. If using Adobe Acrobat, you can save a copy of the completed form.

Fax or email this form to **270-926-2178** or **sdarnell@owensboro.com**.