



# First Solar Job Description

**Job Title:** Operations Specialist I

**Reports To:** Manager, Training Manufacturing

**Job Status:** Exempt

## Basic Job Functions:

Safety Improvements, 5S, TOC/Continuous Improvement, Process Documentation, Cost Analysis, Support Shop Floor Operations

## Experience/Education:

- 2 year Associate's / Technical degree and 2+ years relevant manufacturing experience or
- 6+ years relevant manufacturing experience and Team Lead or Supervisory Experience

## Required Skills/Competencies:

- Strong Analytical Ability
- Problem Solving
- Communication Skills
- Training Skills
- Operational Aptitude
- AutoCAD Skills are a Plus

## Essential Responsibilities:

- The Operations Specialist will serve as the operational process and system testing and training expert.
- Safety
  - Implement improvements to the production process to prevent work related injuries.
  - Work with EH&S to improve the working conditions on the floor.
- 5S
  - Observing the line and implementing actions to organize the line
  - Work with vendors to design fixtures to hold ancillary products (i.e. chipboard, cord plate wires, etc.)
  - Ordering 5S supplies
  - Labeling items on the line
- TOC/Continuous Improvement
  - Trial new programs and software updates from MES/MIS and determine improvements needed for production employee use.
  - Evaluate effects of new equipment on the line or changes to process
  - Time Study Production Lines to find constraints and update Simul8 model
  - Run Simul8 program with direction from Operation Engineer
- Process Documentation
  - Technical writing for proper process documentation
- Cost Analysis
  - Perform cost analyses for decision making
  - Decision Matrixes

- Justifications for capital equipment
- Analyze and advise cost benefit opportunities

#### **Reporting Relationships:**

- No direct reports

#### **Travel:**

- 10 percent of global travel is required during a given year

#### **US Physical Requirements:**

- Will sit, stand or walk short distances for up to the entire duration of a shift
- Will climb stairs on an occasional basis
- Will lift, push or pull up to 27 pounds on an occasional basis
- Required to use hands to grasp, lift, handle, carry or feel objects on a frequent basis
- 20/40 vision in each eye, with or without correction, is required
- Must be able to comply with all safety standards and procedures
- May reach above shoulder heights and below the waist on a frequent basis
- May stoop, kneel, or bend, on an occasional basis
- Ability to wear personal protective equipment is required (including but not limited to; steel toed shoes, gloves, safety glasses, hearing protection, protective jacket or apron and arm guards)
- All associates working on the production floor may be required to wear a respirator at any given time and thus, the ability to wear a respirator is a condition of employment and continued employment (requires little or no facial hair)

*Potential candidates will meet the education and experience requirements provided on the above job description and excel in completing the listed responsibilities for this role. All candidates receiving an offer of employment must successfully complete a background check and any other tests that may be required.*

*Equal Opportunity Employer Statement: First Solar is an Equal Opportunity Employer that values and respects the importance of a diverse and inclusive workforce. It is the policy of the company to recruit, hire, train and promote persons in all job titles without regard to race, color, religion, sex, age, national origin, veteran status, disability, sexual orientation, or gender identity. We recognize that diversity and inclusion is a driving force in the success of our company.*