

TITLE: Machine Operator

FLSA: Nonexempt

General Summary

Setup, operate, and monitor assigned machines. Responsible for inspection of parts making sure they meet the quality specifications. Will have to make machine offsets and tool changes to keep specifications. Responsible for performing regular machine maintenance. Reports to Manufacturing Manager.

Principal Duties and Responsibilities

1. Set up and operates machine assigned too using setup documents and procedures.
2. Inspects parts according to blueprint.
3. Creates offsets and tool changes as necessary to keep quality specifications.
4. Perform preventive maintenance on assigned machines.
5. Identify/troubleshoot problems with assigned machines.
6. Responsible for area specific inventory.
7. Backup as needed for laser engraving and assemblies.
8. Back up as needed for running grinders
9. Update setup documents to reflect programs
10. Special projects and/or other duties as assigned.

Knowledge, Skills and Abilities Required

1. Ability to follow procedures and set up documents.
2. Ability to read and understand blueprints and manuals.
3. Ability to understand and use inspection equipment and work within set quality standards.
4. Must be able to work on multiple processes concurrently such as inspecting parts while a machine is running.
5. Physical ability to stand and walk for most part of workday.
6. Ability to meet deadlines.
7. Exceptional attention to detail.
8. Effective organizational and time management skills include keeping your work area tidy.
9. Have skills to work in team environment.
10. Able to work effectively in a fast-paced, high-intensity work environment.
11. Must be able to handle and maintain high level of confidentiality and be flexible and willing to perform other tasks as assigned.
12. Understand and utilize necessary safety and PPE equipment at all times as required.

Working Conditions

1. Sufficient noise 30 percent of working time from equipment peripheral to computer to cause mild physical discomfort.
2. Work in a well-lit open manufacturing area with multiple machines running at any time which utilize oil as a coolant.
3. Handling and using sharp tools.
4. Sufficient time spent on feet.
5. Sufficient measures of electricity in use to cause harm to operators upon serious malfunction.

6. Work indoors for 99% of the time. Work outdoors for 1% of the time, for example when operating forklift there may be the need to operate it outdoors to load or unload trucks.
7. Working in a manufacturing area that may contain oil, cutting fluids, and slip and fall hazards.
8. There is a warehouse and manufacturing area that require specific PPE prior to entering. No access granted to these areas unless proper posted safety procedures are followed.

The above declarations are not intended to be an all-inclusive list of the duties and responsibilities of the job described, nor are they intended to be such a listing of the skills and abilities required to do the job. Rather, they are intended only to describe the general nature of the job.

Essential Functions	
<i>Essential Function</i>	<i>% TIME</i>
Setup and operate assigned machine	85%
Inspection of parts	5%
Preventative maintenance of machines	5%
Identify/troubleshoot problems with assigned machines.	5%

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skill, and/or ability required. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

PHYSICAL DEMANDS/WORKING CONDITIONS

Physical Demands						
<i>Physical Demand</i>	<i>NA</i>	<i>Rarely</i>	<i>Occasionally</i>	<i>Frequently</i>	<i>Constantly</i>	<i>Weight</i>
Standing					X	
Walking					X	
Sitting			X			
Lifting				X		

Physical Demands

<i>Physical Demand</i>	<i>NA</i>	<i>Rarely</i>	<i>Occasionally</i>	<i>Frequently</i>	<i>Constantly</i>	<i>Weight</i>
Carrying				X		
Pushing			X			
Pulling			X			
Climbing		X				
Balancing		X				
Stooping		X				
Kneeling		X				
Crouching			X			
Crawling		X				
Reaching			X			
Handling				X		
Grasping				X		
Feeling				X		
Talking				X		
Hearing				X		
Repetitive Motions					X	
Eye/Hand/Foot Coordination					X	

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions

Working Environment

<i>Working Condition</i>	<i>NA</i>	<i>Rarely</i>	<i>Occasionally</i>	<i>Frequently</i>	<i>Constantly</i>
Extreme cold	X				
Extreme heat	X				
Humidity	X				
Wet	X				
Noise				X	
Hazards				X	
Temperature Change		X			
Atmospheric Conditions	X				
Vibration		X			
Working with Coolant Oils					X

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.