



<b>Job Title:</b>	Machine Operator	<b>EEOC Group Code:</b>	10-Production Operative
<b>Department/Value Stream:</b>	Grand Forks Value Stream	<b>EEOC Classification Code:</b>	7-Operative
<b>Employee Pay Group Code</b> (1=Salary 2=ADP Timesheet)	ADP Timesheet	<b>Position Type:</b> (RFT, TFT, RPT, TPT, Intern)	RFT
<b>Employee Classification:</b> (Exempt, Non-exempt)	Non-Exempt	<b>Travel Required:</b>	<10%
<b>Supervision Received:</b>	Production Supervisor	<b>Supervision Exercised:</b>	None

*\*Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time.*

## Job Description

### Position Overview

Must be able to operate production machinery, forklift, and tools. Responsible for all duties assigned. May be moved from one area to another, as needed. Also weld, paint, move material, and machine parts, as needed.

### Essential Duties and Responsibilities

1. Inspects parts for quality and informs Production Supervisor of any problems. Must be able to count, read, write, and accurately use a tape measure, calipers, or read and understand drawings and prints
2. Maintains close tolerances, performs complicated setups, ensures outputs meet specifications, and meets customer requirements.
3. Interprets and follows instructions, uses efficient work processes, demonstrates manual dexterity, exhibits required degree of accuracy.
4. Enforces quality standards and procedures, responds quickly to quality problems and complies with documentation requirements.
5. Manages time effectively and strives to contain costs and reduce waste.
6. Operates punch presses, saw, lasers, brakes and other production equipment.
7. Must safely operate forklift/lift truck, as needed.
8. Assists in different areas in production, as needed. Weld, machine parts, move/ship/receive material, and paint.
9. Ensures equipment is in safe operating condition at all times and performs preventative maintenance as scheduled.
10. Complies with safety regulations, promotes workplace safety and reports all unsafe acts or equipment to the Production Supervisor.
11. Contribute to a positive work environment.
12. Helps the company meet its Quality objectives
13. Other duties may also be assigned

### Key Competencies

Self directed learner; self motivation; adaptability; use and apply technical concepts; critical thinking; problem solving; oral communication; frustration tolerance; time management; accountability; flexibility; interpersonal relations; teamwork

### Qualifications and Education Requirements

- High school diploma or GED
  - 0-6 months work experience in related field
  - Obtain forklift certification (training will be provided)
  - Basic computer knowledge (Windows, email, internet, etc.)
  - Communication skills (interact with groups of people and co-workers)
  - Basic math skills
  - Reading skills (Basic instructional)
- OR -**
- An acceptable combination of education and experience.



**Work Environment**

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

- **Physical Demands:** balancing; climbing up to 8 feet; crouching; feeling; manual dexterity; handling; hearing; kneeling; lifting; pulling; pushing; reaching arms length; standing; stooping; walking; visual acuity (visual perception of detail at distances close to the eyes, data and figures, computer terminal, visual inspection involving small defects, small parts, operation/repair of machines; visual perception involving distances at or within arm's reach); potential safety hazard (to oneself; to fellow worker(s)). **Heavy Duty** - Exert up to 100 lbs. of force occasionally, and/or up to 50 lbs. of force frequently, and/or up to 20 lbs. of force constantly to move objects
- **Mental Demands:** Public contact (emergency); handling conflict; handling multiple priorities; make decisions with limited information; make non-routine or unexpected judgments; operate under short timeframes/deadlines; use of tact and diplomacy; reasoning (apply procedure); information ordering—arrange things or actions in a certain order; communication skills (develop written communications requiring grammar skills, interact with groups of people, co-workers, subordinates, use of telephones, 2-way radios, public address systems); math skills (basic skills of addition, subtraction, and multiplication and advanced math skills); basic instructional material.
- **Working conditions:** Worker may be subject to inside environmental conditions (protection from weather conditions but not necessarily from temperature changes; subject to outside environmental conditions; no effective protection from weather; may be subject to both environmental conditions--activities occur inside and outside); may be subject to extreme heat; temperatures above 100 degrees for periods of more than one hour; may be subject to noise (there is sufficient noise to cause the worker to shout in order to be heard above the ambient noise level; may be subject to vibration—exposure to oscillating movements of the extremities or whole body; may be subject to hazards (variety of physical conditions such as proximity to moving mechanical parts, electrical current, working on high places, exposure to heat or chemicals); may be subject to atmospheric conditions (one or more of the following conditions that affect the respiratory system or the skin—fumes, odors, dusts, mists, gases, or poor ventilation; may be subject to oils (air and/or skin exposure to oils and other cutting fluids); may be subject to emergency situations involving hazards, elements, and limited response time, creating stressful situations; may be subject to scheduled and unscheduled overtime; may be subject to night work hours and rotating shifts.

Reviewed By:	Rodger Pearson	Last Updated Date:	3/1/12
Employee Signature:		Date:	