



Job Title:	Machine Operator	EEOC Group Code:	10-Production Operative
Department/Value Stream:	Mfg. Solutions	EEOC Classification Code:	7-Operative
Employee Pay Group Code (1=Salary 2=TS 3=M2M Wanded)	M2M Wanded	Position Type: (RFT, TFT, RPT, TPT, Intern)	RFT
Employee Classification: (Exempt, Non-exempt)	Non-Exempt	Travel Required:	<10%
Supervision Received:	Fabrication Production Supervisor	Supervision Exercised:	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.

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 and other production equipment.
7. Must safely operate forklift/lift truck, as needed.
8. Assists in different areas in production, as needed.
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.

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)

Work Environment

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

- 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 multiple priorities; make decisions with limited information; operate under short timeframes/deadlines; serious consequences or error/threat to life and property; use of tact and diplomacy; reasoning (apply procedure); information ordering—arrange things or actions in a certain order; communication 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); basic instructional material.
- Working conditions: Worker is 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; subject to both environmental conditions—activities occur inside and outside); subject to noise (there is sufficient noise to cause the worker to shout in order to be heard above the ambient noise level; 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); 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; subject to oils (air and/or skin exposure to oils and other cutting fluids); subject to scheduled and unscheduled overtime; subject to night work hours and rotating shifts.

Reviewed By:	Ray Hurt	Last Updated Date:	9/23/09
Employee Signature:		Date:	