

MOP 1

JOB DESCRIPTION

POSITION TITLE: Entry Level Machine Operator: (Machine OP 1)

REPORTS TO: Shift Lead or Supervisor

FLSA STATUS: Non-Exempt



I. PRIMARY RESPONSIBILITIES:

Operates equipment in a safe, effective, and efficient manner. Minimizes downtime by quickly changing out containers and restarting machines. Perform assembly operations in various production cells.

II. ESSENTIAL FUNCTIONS:

1. **Safety:** Maintain a clean and safe work environment by reducing clutter and organizing workspace. Abides by various policies and requests set forth by the company in order to protect the health and safety of others.
2. **Quality:** Understand and adhere to all customer quality requirements. Checks parts according to quality sample plan. Stops production & alerts the proper personnel (Lead, Supervisor, Quality) when issues are found.
3. **Production:** Maintains machine uptime by changing out containers quickly, packing parts and restarting machines. Meet or exceed production targets in assembly processes that are dependent on your efficiencies and keeps area organized to do so. Perform variety of assembly operations by maintaining the flow of product in an efficient way. Prepare the area for “next job up” as needed.
4. **Teamwork:** Assists machine setup (Machine OP 2) in their daily duties. Perform minor production set ups and light trouble shooting as needed. Performs other duties as required.
5. **Technical:** Operate material handling equipment to move materials as needed. Start and stop various types of manufacturing equipment in safe manor.
6. **Training:** Present for any training given by machine OP2 personnel. Works productively on various types of equipment and processes where needed.
7. **Punctuality:** on time and present for your scheduled shift time at your assigned work area. Assists with workload planning through providing additional hours if needed in order to meet customer needs.

III. QUALIFICATIONS AND REQUIREMENTS:

1. Must be able to stand, walk, and lift up to 35-40 pounds repeatedly for an 8-hour shift. Ability to stand, walk, bend, and lift for an 8-hour shift. Must be able to clean up after themselves and operate equipment in a safe and productive manner.
2. Must have a keen eye for details. Understands the use of measuring devices such as calipers and radius gages and the use of attribute check fixtures
3. Must fit well in a fast-paced environment. Able to multitask and follow instructions given by Machine OP2/3 personnel, leads, or supervisors.
4. Must be flexible and willing to help in different areas of the operation and overtime as required.
5. Must be able to interpret check fixture use and checking gages to confirm parts.
6. Must have skills or ability to be trained to manipulate and minor set up activity for CNC or Mechanical equipment to produce parts in a high output production environment. Ability to be trained to operation material handling equipment could be required.
7. Able to obtain the proper transportation and determination to arrive to your work area per your schedule.

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