



**Job Title:** Machine Operator

**Date Prepared:** March, 2014

**Reports to:** Production Supervisor

**Location:** Erin

**Department:** Production

**Position Overview:**

Set-up, adjust and operate production machinery to fabricate wire of various metal alloys and diameters.

**Essential Duties and Responsibilities:**

Operate machinery to produce quality product according to specific “Work Instructions”. Duties include but are not limited to the following:

- Read work orders/bill of materials to determine product specifications.
- Responsible for quantity and quality to meet efficiency rates.
- Use various types of equipment and machinery.
- Maintain machinery during operation.
- Adjust machinery including changing dies.
- Reporting/communicating machinery issues to supervisor/maintenance.
- Inspect products to ensure product excellence and quality using measuring tools (tape measure/micrometer).
- Obtain all required approvals.
- Label packages.
- Store or place product in designated area.
- Complete all necessary data to ensure production rates are met.
- Record and document all downtime.
- Ensure and observe all safety and housekeeping rules and guidelines, including carrying out daily safety inspections.
- Participate in all assigned training, including monthly health and safety sessions.
- Other duties as assigned.

**Position Requirements:**

- High school graduate or equivalent
- Ability to read
- Ability to write
- Ability to communicate – verbal and written
- Ability to perform basic math functions with accuracy
- Basic computer skills for data entry purposes
- Dependable and prompt
- Efficient work habits

**Physical Requirements/Working Conditions**

- Ability to lift 20-50 lbs frequently
- Ability to lift up to 70 lbs occasionally
- Continuous standing

- Use of hands and feet to handle, control, or feel objects, tools, controls, press buttons, levers and pedals
- Bending, twisting and reaching
- Repetitive movement
- Frequent walking
- Wear personal protective equipment such as safety glasses, ear protection, safety shoes, gloves and any other protective equipment deemed necessary.
- Work indoors in non-controlled environmental conditions
  - Work in hot conditions or cold temperatures
  - Exposure to sounds and noise levels that can be distracting or uncomfortable
  - Exposure to minor cuts or burns
  - Exposure to contaminants
  - Exposure to hazardous equipment
- Work with others in a group or team