

## Job Description

**Job Title:** Machine Operator  
**Department:** Manual Manufacturing  
**Reports To:** Manual Manufacturing Supervisor  
**Exemption:** Non-Exempt

### Job Specifications:

**EDUCATION** High school diploma or equivalent minimum,  
post-secondary desirable

**JOB RELATED EXPERIENCE** 1-3 years in manufacturing preferred

**Job Summary:** The Machine Operator is responsible for setup, operation and light maintenance of production equipment.

### Job Duties and Responsibilities include the following:

1. Set up and operate some or all of the following production equipment: Press Brake, Shear, Ironworker, Saw, Spot Welder, and Tumbler (list is not all inclusive).
2. Manage time effectively to operate several machines during the shift.
3. Safely operate forklift to load and unload raw material and completed parts.
4. Safely operate overhead crane and jib crane to move material.
5. Handle assorted steel raw material and steel scrap.
6. Separate/"pick" parts from skeletons that are cut on the laser and stack onto pallet/containers.
7. Maintain work area and production equipment in clean and orderly condition. Follows all prescribed and standard safety regulations.
8. Perform work in a manner that all products conform to prescribed quality standards.
9. Perform light maintenance on plant equipment where needed; i.e., startup/shutdown, lockout/tagout procedures, maintaining inspection records and keeping work environment clean.
10. Use and understand ERP system for clocking in, logging jobs, claiming parts
11. Operate small electric/air hand tools.
12. Responsible to produce quality parts that conform to prescribed quality standards and print specifications.
13. Package parts using banding or shrink wrap, as needed.
14. Follow all standard safety regulations.
15. Participates in and supports continuous process improvement.
16. Other duties as assigned.

### Qualifications:

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

**Knowledge & Experience:**

- Certified forklift operator, preferred
- Certified crane operator, preferred
- Ability to safely and effectively operate equipment and hand tools
- Knowledge of inventory control and manufacturing processes
- Ability to use and operate measuring equipment including the linear measuring table
- Proficient with mathematical equations
- Ability to read and interpret blueprints and inspection requirements
- Ability to communicate orally or in written form effectively with personnel

**Physical Demands:**

Frequent lifting of 50 lbs. Frequent bending, stooping, squatting, pushing, pulling, walking, sitting and standing for 9 hours per day. Must have communicable range of hearing and sight with or without the use of aids. Requires exposure to a typical manufacturing area where environment is affected by outside temperatures and machining.