



Machine Operator-Press Job Description

Reports To: Group Leader	Department: Manufacturing
Classification: Non-Exempt	Date: 2/11/2014

SUMMARY:

Operate press and tandem machines to achieve required production requirements.

ESSENTIAL FUNCTIONS:

- Monitor press machine during continuous production.
- Maintain press machine/box changer to prevent machine stoppages
- Visually monitor parts to ensure quality accuracy.
- Complete production based on kanban production.
- Document production results.
- Required to material handle.
- Expected to keep their work area organized and orderly and make sure that production parts, tools, test equipment and documentation are properly stored and maintained.
- They must follow the targets and deadlines set.
- Must follow all the safety procedures, environmental guidelines and company rules and regulations.
- Repetition of certain steps is at the core of this position.
- Other duties as assigned.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Team work is extremely important in this line of work.
- Must be organized and know how to maintain equipment.
- Need to have excellent manual dexterity and should be able to work with detailed objects.
- Able to work rotating shifts.
- Communicate effectively, clearly and concisely, both orally and in writing.

SUPERVISORY RESPONSIBILITIES:

N/A



Machine Operator-Press Job Description

WORKING CONDITIONS:

Work includes but is not limited to bending, standing, stretching, walking, talking, seeing & hearing. Employee must be capable of lifting and handling up to 33 pounds. Position works in a typical manufacturing environment with a moderate noise level. Personal protective equipment is required.

MINIMUM QUALIFICATIONS:

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. However, we prefer the following:

- High school diploma or equivalent.
- Previous manufacturing experience is a plus.
- Must have exceptional problem solving abilities.
- Must be able to work independently as well as with a team.
- Must be detail oriented and organized.

Approved By:	HR	Approval Date:	2.11.2014
---------------------	-----------	-----------------------	------------------