



JOB DESCRIPTION

JOB TITLE:	Manufacturing - Operator	EFFECTIVE DATE:	8/31/20
REPORTS TO:	Shift Supervisor	REVISION #	0
FLSA STATUS:	Non Exempt	PAGE #	1 of 3

JOB SUMMARY: The Operator is responsible for operating the Belt Press machines, cleaning and changing bearings, cleaning belts, changing pan sizes and general housekeeping of their work area.

ESSENTIAL DUTIES AND RESPONSIBILITIES: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skill, and/or ability required. Other duties may be assigned.

1. Sets up, operates, cleans and performs general maintenance on the lam-n-hard machines per the procedural manual and inventory procedures; follows and understands ISO requirements to meet quality standards.
2. Properly drains and cleans the feeder of all resin. Shop vacs the hopper and filter, uses lacquer thinner to clean the chute and hopper of all additive stains.
3. Removes and installs various pan sizes depending on job requirements. Documents gib settings in the production log.
4. Ensures proper insertion and removal of bearings. Removes, wipes down, oils and replaces bearings per procedure requirements. Records bearings identification numbers in the production log.
5. Cleans the bearings to remove all excess lead build up and debris. Wipes down bearing, scrapes off build up and debris and documents task in the production log.
6. Cleans the belts to remove debris and build up from use. Scrapes hard deposits, scours surface and wipes down belts till clean.
7. Ensures work area is neat and clean; follows 5S program. At the end of the shift; sweeps, mops and empties trash and shop vac.
8. Removes and inserts various step sizes according to desired machine set up. Refers to the step chart for accurate step shim counts and adjusts shims to proper thickness.
9. Proactively looks for scrap reduction and safety improvement opportunities.

PERFORMANCE FACTORS: The performance factors described here are core abilities that will contribute to the employee successfully carrying out the assigned duties and responsibilities of this job.

1. **Planning And Organization:** The ability to establish a process for activities that lead to the implementation of systems, procedures or outcomes. Defines plans and organizes activities necessary to reach targeted goals; organizes and utilizes resources in ways that maximize their effectiveness; implements appropriate plans and adjusts them as necessary; consistently demonstrates organization and detail orientation.
2. **Results Orientation:** The ability to identify actions necessary to complete tasks and obtain results. Maintains focus on goals; identifies and acts on removing potential obstacles to successful goal attainment; implements thorough and effective plans and applies appropriate resources to produce desired results; follows through on all commitments to achieve results.
3. **Problem Solving:** The ability to identify key components of a problem to formulate a solution or solutions. Analyzes all data relative to a problem; divides complex issues into simpler components in order to achieve clarity; selects the best options available to solve specific problems; applies all relevant resources to implement suitable solutions.



JOB DESCRIPTION

JOB TITLE:	Manufacturing - Operator	EFFECTIVE DATE:	8/31/20
REPORTS TO:	Shift Supervisor	REVISION #	0
FLSA STATUS:	Non Exempt	PAGE #	2 of 3

- Flexibility:** Agility in adapting to change. Responds promptly to shifts in direction, priorities and schedules; demonstrates agility in accepting new ideas, approaches and/or methods; effective in juggling multiple priorities and tasks; modifies methods or strategies to fit changing circumstances; adapts personal style to work with different people; maintains productivity during transitions, even in the midst of chaos; embraces and/or champions change.
- Teamwork:** The ability to cooperate with others to meet objectives. Discards personal agenda to cooperate with other team members in meeting objectives; contributes positively and productively to team projects; builds and sustains a trust relationship with each member of the team; supports other team members and team decisions.

Physical Demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

This position requires the employee to communicate verbally and in writing, hear at a conversational level, use vision to distinguish basic shades and colors, and use both hands and feet.

While performing the duties of this job, the incumbent will be required to continuously (67-100% time on job) stand, walk, and operate hand and foot controls. The incumbent will frequently (34-66% time on job) be required to use hands and fingers for gripping pressure. The incumbent will occasionally (6-33% time on job) be required to climb stairs and ladders up to 6 feet, pull, reach, lift up to 50 lbs., carry 100 lbs. for 2-3 feet, push 1,000 lbs. for 5-10 feet, and twist or bend wrists. The incumbent will infrequently (2-5% time on job) be required to sit, stoop, hand over hand pull, twist at the waist while rotating and perform repetitive movements. The incumbent will rarely (1% or less time on job) be required to kneel, crawl, or repeatedly bend.

Work Environment: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

The employee will continuously (67-100% time on job) be required to work indoors and with machinery with moving parts. The employee will frequently (34-66% time on job) be required to work with noise, chemicals including solvents, grease, oils, dust, ladders/scaffolds, with hands in solvents, and/or around moving vehicles. The employee will occasionally (6-33% time on job) be required to work in temperatures of 90-100 degrees and/or alone. The employee will infrequently (2-5% time on job) be required to work with intermittent noise above 85 dB, with disagreeable odors, and/or with hands in water. The employee will rarely (1% or less time on job) be required to work outdoors, in temperatures over 100 degrees or below 55 degrees, with constant noise above 85 dB, vibrations, with irritant fumes, gases, mist, below ground, in confined spaces, and/or with hands in cutting oils.

The employee will infrequently (2-5% time on job) be required to wear rubber gloves and will rarely (1% or less time on job) be required to wear eye or hearing protection, a hard hat, safety shoes/boots, a respirator and/or body protection.

Minimum Qualifications:



JOB DESCRIPTION

JOB TITLE:	Manufacturing - Operator	EFFECTIVE DATE:	8/31/20
REPORTS TO:	Shift Supervisor	REVISION #	0
FLSA STATUS:	Non Exempt	PAGE #	3 of 3

- 1. Experience:** Manufacturing experience and basic mechanical aptitude and knowledge of measuring tools.
- 2. Reasoning Development:** Apply business management principles to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Interpret a variety of instructions furnished in written, oral, diagrammatic or schedule form.
- 3. Mathematical Development:** Ability to add, subtract, multiply, and divide all units of measure. Compute ration, rate and percent. Draw and interpret bar graphs. Perform arithmetic operations involving all American monetary units.
- 4. Language Development:** Ability to read workplace rules and procedures; prepare business letters, summaries, and reports, using a prescribed format and conforming to all rules of punctuation, grammar, diction and style; speak with poise and confidence, using correct English.
- 5. Licensures and Certifications:** None Required
- 6. Education:** High School diploma or equivalent