

## Production Operator

<b>Date:</b>	October 1, 2018	<b>Job Family:</b>	Technical/Production
<b>Department:</b>	Manufacturing	<b>Job Group:</b>	Production
<b>Reports to:</b>	Supervisor of Production	<b>OT Status:</b>	Non- Exempt

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### Job Summary

The Production Operator is responsible for providing assistance in a variety of job functions throughout the manufacturing floor, this includes areas of Machining, Finishing, Quality and Shipping. This person will be responsible for collecting and recording data for quality verification. The Production Operator will operate machines, hand tools and instruments to ensure products are consistent with established standards, cosmetically acceptable and provide a quality product per customer specification.

### Essential Functions

*The primary duties and responsibilities of the Production Operator consist of but are not limited to:*

- Operation of machines or equipment in a variety of departments; CNC machines, CMM machines, manual pneumatic and electric hand tools
- May complete secondary operations; assembly, deburring, polishing, washing, tumbling and other finishing activities specific to process
- Read and interpret blueprints
- May use visual inspection equipment
- Perform in process inspection of machined products looking for imperfections, burrs etc.
- Complete paperwork and data entry for parts
- Accurately count parts
- May package parts, ensure that parts are handled properly and packaged in assigned quantities, report inaccuracies in count to appropriate department
- Fill in as a floating resource throughout multiple departments in the shop, to assist where needed
- Continuous use of hands and upper extremities in fine and gross manipulation using various wrist positions and grip/pinch spans to operate equipment, push buttons, carry boxes, push carts, etc.
- Prolonged standing and walking with occasional twisting (80-90% of the workday)
- Able to lift up to 70lbs
- Must be able to meet customer demand requirements for performing visual inspection and/or other product acceptance activities with or without accommodation
- Exhibit a working knowledge of health and safety, responsible for safety awareness, while upholding and improving the culture of safety within the organization. Identify opportunities for improvement and take action if appropriate, before a problem occurs. Report potential hazards, unsafe working conditions, unsafe equipment, unsafe acts, and injuries immediately
- Other tasks as assigned

### Qualifications

- Minimum Requirements - High School diploma or equivalent

### Accountabilities

- Detects and reports defective materials or questionable conditions to the department manager/supervisor
- Perform to established production standards and regulations
- Maintain work area and equipment in a clean orderly condition and follows prescribed safety procedures at all times

### Authorities

- Stop the machine or process if safety, quality, or productivity standards are compromised
- Ability to stop the process and ask for clarification if unclear
- Ability to recommend changes for improvement

### Competencies

- Strong mechanical aptitude
- Excellent attention to detail
- Ability learn and comprehend blueprint reading
- Handle multiple tasks and take direction from several sources
- Strong sense of urgency
- Strong hand-eye coordination and dexterity
- Excellent problem-solving skills
- Strong written and verbal communication skills
- Able to work efficiently with minimal supervision
- Able to work both independently and as a team
- Proficient in various computer software applications such as MS Word, Excel, and Outlook

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