

Machine Operator

PURPOSE:

Machine operators set-up, operate, and maintain machinery, in a manufacturing setting. They are responsible for ensuring the machine produces high quality products, runs smoothly and at capacity, and is properly maintained. A machine operator is reliable and able to work with attention to detail and safety standards. Works under the direction of a senior or the Lead Machinist.

JOB DUTIES:

- Set up machines to start a production cycle (calibration, cleaning etc.).
- Control and adjust machine settings and make adjustments to machinery when necessary to improve performance (e.g. speed)
- Operate machinery and equipment according to instructions
- Troubleshoot issues and perform maintenance
- Inspect parts with measuring tools
- Check output to spot any machine-related mistakes or flaws
- Keep records following reporting and recordkeeping procedures, and report problems to supervisor
- Comply with all safety and health regulations
- Clean machinery and maintain cleanliness in work area

SKILLS:

- Perform quality work within deadlines with or without direct supervision.
- Work effectively as a team contributor on all assignments.
- Interact professionally with other employees, customers and suppliers.
- Work independently while understanding the necessity for communicating and coordinating work efforts with other employees and organizations
- Proven experience as a **machine operator**
- Working knowledge of diverse high-speed machinery and measurement tools (caliper, micrometer etc.)

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- Understanding of production procedures
- Adherence to health and safety regulations (e.g. constant use of protective gear)
- Ability to read blueprints, schematics and manuals
- Analytical skills
- Attention to detail

Other Requirements:

- Excellent coordination and mechanical skills
- Strong attention to detail, accuracy, and safety
- Solid written and verbal communication skill
- Proficient in math
- Basic computer skills
- Ability to lift up to 35 pounds and perform repetitive tasks
- Knowledge of ISO9000/AS9100 principles and practices
- Knowledge of OSHA, MIOSHA regulations, principles and practices

Qualifications:

- High school degree or equivalent
- Experience working with machine tools or mechanical assembly
- Working knowledge of safety protocols
- Apprenticeship or vocational training preferred

Duties listed herein are not an exhaustive list nor intended to limit or restrict performance of other tasks that may be required to fulfil the role described. Management may add or remove specific duties from time to time. Additionally, top management may assign additional specific tasks that the/she deems necessary for proper performance of the company's requirements.

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Employee Acknowledgement: _____

Date: