



STV005
10/01/2018

Job Title: **Machine Operator**

Shift: All

Department: Operations

Location: Statesville

Reports To: Production Supervisor

FLSA Status: Non-Exempt

Position Purpose

- This position is required to run machines as assigned, to ensure that all quality and production requirements are met in order to satisfy customer requirements.

Essential Duties & Responsibilities

- Check schedule for machines
- Check production tickets to make sure that orders match schedule
- Ensure that proper materials are being used for specific production tickets
- Responsible for processing necessary paper work for machines and orders
- Perform quality checks as required
- Perform all tasks in a safe manner and report any observed hazards
- Make sure TPM's are done when they are scheduled
- Make minor adjustments to ensure machines are running properly; adjust guides to assure proper alignment; adjust tension
- Task in and out of work centers and jobs on a regular basis
- Must be able to clear machine of material jams
- Responsible to change machine over with or without Team Leader assistance
- Must follow all recipes set by Kaizen or Goal Deployment teams for all aspects of the job
- Perform quality checks on a consistent basis
- Clean and organize work area per established 5S standards
- Follow all documented procedures, work instructions and training to ensure a safe work environment
- Assist supervisor with other duties as requested
- Load materials according to order specifications
- Assist with startup and shutdown of machines as necessary

Knowledge / Skills / Abilities

- Ability to walk/sit/stand for prolonged periods of time
- Ability to lift 25 – 50 lbs. on an occasional basis using proper technique
- Must be able to communicate effectively
- Must be able to read and understand written instructions
- Must be able to perform basic math

- Must be able to work with a team or independently
- Be able to use basic gauges
- Must be computer literate

Qualifications / Prior Experience

- High School Diploma or Equivalent a plus
- At least one year in manufacturing or production environment preferred

Work Environment / Other Requirements

- The work performed is conducted in a climate-controlled facility with moderate noise levels that are within OSHA limits.
- Must wear PPE as required