

Job Title: **Punch Press Machining**

Shift: 2nd or 3rd

Department: 3180

Location: Owatonna

Reports To: Production Supervisor

**2<sup>nd</sup> shift: Monday-Friday, 3:00pm-11:00pm with a \$.75/hr shift premium**  
**3<sup>rd</sup> shift: 11:00pm-7:00am starting Sunday night with a \$1.00/hr shift premium**

### Position Purpose

- Set up and operate department machines to perform hobbing, induction heat treating, Plus associated equipment, in accordance with established production and quality standards.

### Essential Duties & Responsibilities

- Perform required machine setups consistent with machine and product specifications; changes tools, cutters, fixtures, etc.
- Operate machine in performing required operations in accordance with established production and quality standards.
- Use gages to check certain parts to assure they conform to quality and engineering blueprints and specifications.
- Make machine adjustments and tool changes as necessary to correct or maintain product quality.
- Clean machine and work area and assure proper lubricants and coolants are adequately applied to machine.
- Make minor machine repairs and notify Lead of machine malfunctions.
- Order parts and benchstock as required.
- Maintain accurate production records; fill out work order for completed orders,
- Review and interpret dispatch list for work to be done and due dates.
- Perform other duties as assigned.

### Knowledge / Skills / Abilities

- **Problem Solving and Decision Making** - Determine appropriate setup for product being manufactured. Assure sufficient coolant and lubricant is applied to machine. Determine tooling wear and the need for replacement. Determine when machine adjustments or repairs are required. Determine if parts meet quality standards. Errors in judgment may be detected in subsequent steps or not until they have caused noticeable costs in time or money.
- **Relations with Others** - Interacts with other machine operators, Lead in department, Inspection personnel, Material Handlers and Tool and Die Maintenance personnel. The incumbent may participate in small group activities such as task teams, safety meetings and other improvement efforts.

- **Learning Period** - At least two months is required to learn the basics of the job. To handle all aspects of the job with minimum supervision takes two years or more.

---

## Qualifications / Prior Experience

- **Skills/Abilities** - Read shop orders and all associated documents, above average mechanical aptitude, using measuring devices and hand tools, and work independently. Must be fluent in the English language, both written and spoken.
- **Training and Experience** - Machine setup and operation.

---

## Work Environment / Other Requirements

- **Physical Effort Required** - Much standing and constant visual attention required. Occasional moderate to heavy lifting of materials and fixtures
- **Working Conditions and Hazards** - Some temperature fluctuation because of seasonal changes. Exposure to the hazards of machine operation. Continuously exposed to coolants, oils. Occasionally exposed to fumes from machines, and fire hazards. Uniform safety practices consist of safety shoes, safety glasses, ear protection, and other devices as required.
- **Equipment Operated** - Hobbing machines, gear cutters, inductors, basic tools. Moderate care required preventing damage to production equipment.