

**Job Title:** Punch Press Operator  
**Department:** Punch Press  
**Reports To:** Punch Press Supervisor

**Shift:**  
**Location:** Owatonna  
**FLSA Status:** Hourly

## Position Purpose

- To set-up and operate all power-driven punch presses, to maintain safety, quality and productivity.

## Essential Duties & Responsibilities

- Set-up all punch presses, in accordance with Engineering drawings, and specifications for the particular order to be run - Properly place die in press, adjust ram, hook up air lines, rig up trays for parts and chutes for scrap, loan steel coil in straightener, and make other required adjustments in preparation for running. - Obtain approval from Lead and/or Supervisor to begin production run. Operate punch press in punching, countersinking, bending, cutting, etc. in the production of steel parts. Make necessary adjustments to press, feeder, and straightener as necessary to facilitate production and quality standards. Periodically inspect part with blueprint specifications to assure proper dimensioning and quality. Maintain proper lubrication in press and clean machine and straightener as time permits. Maintain accurate production records. Notify Lead and/or Supervisor of major operating problems. Maintain maximum safety and good housekeeping practices. Degrease parts for next process by placing them in appropriate containers and applying chemical wash. Perform other duties as assigned.

## Knowledge / Skills / Abilities

- The incumbent is expected to exercise judgment in determining the quality of parts, analyzing quality problems and making the necessary adjustments; may shut down a machine due to problems with parts or with the machine, refer to Lead. The incumbent must comply with safety procedures when performing work. Errors in judgment are generally detected in subsequent steps.

## Qualifications / Prior Experience

- Must have basic skills to perform calculations and collect data. A mechanical aptitude is necessary. Must be able to read shop orders, blueprints and interpret engineering drawings, and all associated documents. Must have skill in using common hand tools and various types of measuring instruments, skill in operating power hoist.

## Work Environment / Other Requirements

- Exposure to hazards of machine operation. Continuous noise and occasional oil fumes in air. Uniform safety practices consist of safety shoes, safety glasses, ear protection and other devices as required.