



## MACHINE OPERATOR

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### **MACHINE OPERATOR JOB FUNCTION**

Our machine operators are responsible for the safe and efficient operation of equipment and processes utilized in the production of quality weather stripping/specialty products for our customers. The Machine Operator 1 works closely and communicates with the technicians, supervisors and other personal as necessary to maintain continuous operation of the equipment and processes.

Upon successful completion of machine operator training, the operator's primary responsibility is to keep the machines accurately running. Upon learning advanced skills, will assist technicians to solve and troubleshoot issues, change over and or equipment repairs.

### **PRIMARY RESPONSIBILITIES of a MACHINE OPERATOR**

- **Safety**
  - Follows all safety work practices as outlined in standard work procedures
  - Supports plant or departmental safety initiatives
- **Quality**
  - Performs all quality inspections in accordance with standard work instructions
  - Ensures product is within specification tolerances
  - Completes inspection audit sheet or charting requirements
  - Informs technician of quality issues on the production line
- **Productivity**
  - Follows standard work for light priorities
  - Set up and recalibrate production equipment according to GMPs and SOPs
  - Notifies area technician of issues with the production lines to ensure prompt resolution
  - Replenishes raw material supply on machines
  - Removes finished product
  - Makes minor adjustments to machines
  - Performs minor repairs
- **Records problems**
  - Records time and reason machine is out of operation
  - Records time when machine is back on line
  - Records repairs needed to machine
  - Records amount and reason for scrap
- Other duties as assigned



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### MEASUREMENT AREAS

- Housekeeping of area
- Quality products
- Documentation accuracy
- Preparedness and organization
- Productivity, ability to maintain 3 machines including material change times

### EMPLOYEE ATTRIBUTES

The key attributes of success at Ultrafab are

- **Commitment** - to family, fellow employees, and customers
- **Passion** - to do his/her best at any assignment taking the initiative before being asked
- **Self-Esteem** - respect for self and others
- **Sense of Urgency** - an implicit understanding of job needs and priorities
- **Flexibility** - willing & comfortable adapting to new circumstances & conditions
- **OPM** - thinks of and treats the assets of the Company as if they were his/her own
- **An active learner** - seeks feedback & constantly evaluates how things can be done better
- **Team orientation** - enjoys working with others & accomplishing with others
- **Organization** - easily structures & controls repetitive tasks/responsibilities
- **Detail Oriented** - follows up all action items & has a concern for accuracy
- **Leadership** - directs process work groups by example: a "player-coach"; able to resolve conflict
- **Communication** - composed & articulate with internal/verbal interaction

### MACHINE OPERATOR EDUCATION AND EXPERIENCE

- High School diploma, GED or TASC preferred
- Must be able to read, understand, and successfully follow all requirements of safety, standard work/work instructions and key quality metrics
- Basic math, reading and writing skills required
- One-year manufacturing experience preferred

### PHYSICAL DEMANDS/WORK ENVIRONMENT

While performing the duties of this job, the employee is regularly required to stand, walk, stoop/squat, climb stairs, use hands, reach with hands and arms, and talk and hear. The employee must frequently lift/or move up to a maximum of 50 pounds. The noise level in the work environment is usually loud.