

Operator Job Description

Job Title: Operator
Reports To: Lead Operator
Department: Manufacturing
Prepared by/date: Human Resources/ August 1, 2020

Summary:

Assist shift lead and floor tech by completing duties that allows them to concentrate on the smooth operations of shift. This may include running a machine to keeping the plant area clean and organized. Essential duties and responsibilities are normally within a set pattern of duties but may fluctuate from day to day and shift to shift needs.

Essential Duties and Responsibilities include the following;

- Always work safely and immediately report all safety concerns you may see. Ensure that all safety procedures are followed, including LOTO.
- Keep production floor and machine area floors clean and free from obstructions. Make sure trash is carried to dumpster and not allowed to accumulate.
- Assist all machine operators in ways that allow them to perform their duties with a minimum of assistance.
- Organize work areas which may include keeping each machine supplied with materials, packaging, labels
- Be aware of status at each machine relating to experiencing problems, falling behind, needing supplies, product in floor, quality issues, etc. Assist all operators as needed to ensure a smooth flow of product.
- Assist with scrap and purge removal and disposal as directed by Lead
- Assist with raw material loading as directed by Lead
- See that all cords, air line hoses, etc are in proper placing to ensure safety.
- Ensure that work stations are prepared for production and order changes. Make sure that supplies not being used are returned to proper storage area.
- Check and verify that product being ran and packed reflects and matches the job order sheet.
- Spot inspect product in open boxes before being taped. Always report quality issues immediately.
- Other duties may be assigned as needed.

➤ Extrusion Specific Activities

- Operate machines that extrude filaments from synthetic materials such as rayon, fiberglass, or liquid polymers.
- Select machine dies.
- Determine setup procedures.
- Convert extruded products.
- Packaging / Pick Pack Ship
- Adhere to Specify lengths and weights of rolls.
- Exchange / Clean dies.
- Set controls to maintain vacuum, air pressure, and temperature.
- Follow prescribed setting and recipes to regulate output.
- Locate defects on extruded products.
- Check for conformance to specifications.
- Adjust controls as necessary.
- Install, connect, test, and adjust equipment.
- Select samples and test to specification.
- Clean tools.
- Clean and maintain a safe and orderly work place (adhere to 5 S principles)
- Start metering pumps.

- Activate and adjust extruding machines.

Qualifications:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education/Experience:

- A high school diploma or GED or a combination of high school diploma and experience is acceptable.

Language Ability:

- Ability to read, analyze, and interpret common written and/or verbal instructions.
- Ability to respond to common inquiries or complaints from supervisors and managers.

Math Ability:

- Ability to calculate figures and amounts such as additions, subtractions and totals are required.

Reasoning Ability:

- Ability to define problems, collect data, establish facts, and draw valid conclusions.
- Ability to interpret and deal with several abstract and concrete variables.

Certificates and Licenses:

- AE PPE Forklift Certification

Work Environment:

- While performing the duties of this job, the employee is frequently exposed to fumes or airborne particles, moving mechanical parts and vibration.
- The employee is occasionally exposed to a variety of conditions within the facility.
- The noise level in the work environment can be loud. Simple hearing protection is provided.

Physical Demands:

- Able to lift 55 pounds
- bend, twist, reach more than 45 degrees
- maintain for the duration of a 12 hour shift.

Supervisory Responsibilities:

- No supervisory responsibilities are assigned to this position

Work Schedule:

- Should be flexible and able to work any shift, days or nights or any weekends as needed.

Signatures:

This job description has been approved by all levels of management.

Human Resources _____

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Employee _____ Date _____