



JOB DESCRIPTION

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TITLE: Machine Operator
DEPARTMENT: Production
REPORTS TO: Production Supervisor
POSITION: Hourly – Non-Exempt
REVISION DATES: 5/2002, 7/2011

POSITION SUMMARY:

Efficiently operate a production machine to produce product that satisfies customer requirements of quality, cost, and time using the most economical means.

RESPONSIBILITIES:

1. Run a production machine and understand its operation always adhering to safety.
2. Maintain proper start and stop counts and fill out time sheets correctly.
3. Assist Production Supervisors in achieving scheduling requirements.
4. Work closely with the Quality department to assure conformity of product to customer requirements.
5. Use and read measuring equipment as required. Includes micrometers, calipers, and optical comparators.
6. Complete charting as required by Q.C. department standards.
7. Assist in the maintenance of tooling and equipment.
8. Achieve 100% run efficiency by part number and 60% run time by machine.
9. Pursue ongoing goal of cost reduction in setup and run time.
10. Perform other related duties as assigned.

All of the above essential functions require varying degrees of independence, judgment, and discretion and the ability to be mobile within the office and/or work area.

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Minimum Qualifications:

Education: 10th Grade education.

Experience:

Preferred Qualifications:

Education: High School diploma or equivalent (G.E.D.)

Experience: Previous punch press or multislides production experience.
Mechanically oriented.

Approval Authority, Mursix Corporation

Department Manager _____ Date _____

President _____ Date _____