
JOB DESCRIPTION

Date: 2020**Grade:** Hourly**Position:** Machine Operator 1**Dept:** Manufacturing**Class:** Reg/Full time**Reports to:** Shift Supervisor

PRIMARY RESPONSIBILITIES

This position is responsible for the safe and efficient operation of the equipment and process utilized in the conversion of bulk yarn for the production of quality weather stripping for customers in the window and door manufacturing industry. This person will be responsible for moving and staging all raw materials at weather strip machines & collecting/sorting rework yarn from weather strip machines. Conversion of bulk yarn per standard work. Housekeeping of Backwind area, Raw materials area, and general work area.

PRIMARY RESPONSIBILITIES

- **Material Handling:**
 - o Primarily works with yarn winders and weather strip
 - o Receives direction and objectives from shift supervisor
 - o Pulling needed materials from raw goods department and distributing for production
 - o Aligning resources for smooth production on assigned shift
 - o Collecting /Sorting rework
 - o Operation of yarn winders
- **Safety:**
 - o Abides by all safety precautions for department
 - o Identifies maintenance need for equipment / practices to reduce potential for injury
 - o Maintains good housekeeping practices
- **Quality:**
 - o Performs all quality inspections in accordance with standard work instructions.
 - o Ensures product is within specification tolerances.
 - o Completes inspection audit sheet or charting requirements.
 - o Informs technician of quality issues on the production lines.
- **Productivity:**
 - o Follows standard work for light priorities.
 - o Notifies area technician of issues with the production lines to ensure prompt resolution.
- **Replenishes raw material supply on machines:**
 - o Retrieves yarn
 - o Retrieves fin

- o Returns empty fin reels
- o Replaces and ties in new yarn cones
- o Replaces and splices new fin reels
- o Replaces and splices new backing reels
- o Make up corrugated shipping boxes or packaging materials.
- **Removes finished product:**
 - o Removes full product reels from the winder.
 - o Places empty product reels on winder.
 - o Resets product footage counters
 - o Print out labels from inventory system and place appropriate labels on reels
 - o Performs quality inspection on full reels.
 - o Places full reels into proper shipping cartons
 - o Labels, scans and tapes full shipping cartons
 - o Stacks full shipping cartons on pallets
 - o Using pallet jack, move full skids of product to pick up staging area.
- **Adjusts machines:**
 - o Adjusts fin guide to assure proper fin alignment
 - o Ties in and threads yarn from turret through nose cone
 - o Adjusts fin tension
 - o Adjusts product winders for proper traverse of wands
 - o Adjusts and resets main slitter
- **Performs minor repairs:**
 - o Welds broken wires
 - o Clears machine jams
 - o Cleans residue from band wheels
 - o Removes loose yarn from shafts
- **Records problems**
 - o Records time and reason when machine is out of operation
 - o Records time when machine is back on line
 - o Record repairs needed to machine
 - o Record amount and reason for scrap
- **Inventories supplies**
 - o Retrieves yarn
 - o Retrieves fin
 - o Returns empty fin reels to fin slitting department
- **Housekeeping:**
 - o Wipes grease form machines
 - o Wipes oil and grease spots from floor
 - o Sweeps floor in machine area and main aisle
 - o Empties trash containers in machine area
- Other duties as assigned

MEASUREMENT AREAS

585.924.2186 Office • 585.924.7680 Fax
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- Housekeeping of responsible area and machinery
- Quality products
- Documentation accuracy
- Preparedness and Organization
- Productivity (Personal and Machinery)

EDUCATION AND/OR EXPERIENCE

- High School diploma or equivalent preferred. Prior material handling experience desired

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.

ATTRIBUTES

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

Employee signature

Date