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**JOB DESCRIPTION**

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**Date:** 2022**Grade:** Hourly/Non-Exempt**Position:** Machine Operator 1**Dept:** Manufacturing**Class:** Reg/Full time**Reports to:** Shift Supervisor**Available Shifts:****3<sup>rd</sup> shift 11 pm to 7 am Sun-Thurs****2<sup>nd</sup> shift 3 pm to 11 pm M-F****JOB FUNCTION**

This position is 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 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**

- **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
  - 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

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- Other duties as assigned

### **MEASUREMENT AREAS**

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

### **EDUCATION AND/OR EXPERIENCE**

- High School diploma, GED or TASC preferred
- 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.

### **ULTRAFAB'S ATTRIBUTES**

**The key attributes that all successful Ultrafab employees demonstrate are:**

**Integrity** – high moral character, honest and trustworthy.

**Initiative** – to do his/her best at any assignment, taking the initiative before being asked.

**Self-Esteem** – awareness of self-strengths & weaknesses. Always seeking to improve self.

**Flexibility** – willing & comfortable adapting to new circumstances & conditions.

**Passion** – maintains a positive attitude, working with enthusiasm each day.

**Sense of Urgency** – an implicit understanding of job needs and priorities.

**Commitment** – thinks of and treats the assets of the Company as if they were his or her own.

**Team Orientation** – enjoys working, assisting and accomplishing with others.

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Employee signature

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Date