



General Machine Operator

Department	Machining/Drilling
Reports to	Supervisor
Supervises	N/A
Classification	Non-Exempt

In the performance of their respective tasks and duties, all employees are expected to meet the following:

- Perform quality work within deadlines with or without direct supervision
- Interact professionally with other employees, customers and suppliers
- Work effectively as a team contributor on all assignments
- Work independently while understanding the necessity for communicating and coordinating work efforts with other employees and organizations
- Maintain a safe work environment and follows all safety requirements
- Deliver great customer service to both internal and external customers
- Demonstrate the Core Values: Expertise, Service, and Passion

Job purpose

The General Machine Operator operates multiple types of manufacturing equipment including tube benders, presses, wash bay, etc.

Essential Duties and responsibilities

Candidate utilizes knowledge of blue prints, schematics and instructions to ensure that all items are designed and built correctly.

Execution of Machinist Responsibilities

- Prepare and run assigned machinery using pre-set programs
- Inspects product to ensure material is free from flaws or imperfections
- Utilizes all safety and quality measures in the operation of the machinery
- Perform any and all tasks that would assist in production or quality within the department

Maintains Quality Standards

- Embraces the Quality Management System in all activities
- Responsible for maintaining a neat work environment and for conforming to applicable quality standards.
- Applies internal quality policies and procedures in support of Company's mission and customer standards

To perform this job successfully, an individual must be able to accomplish each essential job function 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.

Qualifications

Education, Licenses/Certifications and Work Experience

High school diploma or equivalent degree (GED), 0 to 2 years of related experience and/or training; or equivalent combination of education and experience. CNC tube bender experience preferred. Prior experience with blueprint reading.

Job Skills, Knowledge, and Abilities

- **Job Knowledge:** Understands duties and responsibilities, has necessary job knowledge, has necessary technical skills, understands company mission/values, keeps job knowledge current, is in command of critical issues.
- **Problem Solving/Analysis:** Breaks down problems into smaller components and understands underlying issues. Can simplify and process complex issues and understands the difference between critical details and unimportant facts.
- **Quantitative Skills:** Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.
- **Attention to Detail:** Achieves thoroughness and accuracy when accomplishing a task.
- **Stamina:** Ability to work doing repetitive movements.
- **Other Critical Competencies:**
 - **Work Environment/Safety:** Promotes mutual respect, keeps workplace clean and safe, and supports safety programs.
 - **Dependability:** Meets commitments while working independently. Accepts accountability, handles change, sets personal standards, stays focused under pressure, and meets attendance/punctuality requirements.
 - **Productivity:** Manages a fair workload, volunteers for additional work, and prioritizes tasks. Develops good work procedures, manages time well, and handles information flow.
 - **Quality:** Attentive to detail and accuracy and committed to excellence. Continuously looks for improvements, monitors quality levels, finds root cause of quality problems, and owns/acts on quality problems.

Working conditions

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate.

Physical requirements

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with abilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee is frequently required to stand; walk; use hands to finger, handle or feel; and reach with hands and arms.

- Stand for extended periods of time, sit, climb, balance, stoop, kneel, crouch or crawl.
- Frequently lift and move up to 10 pounds and occasionally lift and move objects up to 50 pounds or more.
- Use close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

Disclaimer

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. All personnel may be required to perform duties outside of their normal responsibilities from time to time, as needed.

Created by	<i>B. Streff</i>
Date Created:	<i>5/30/2018</i>
Last revised:	