

## JOB CLASSIFICATION

# MACHINE OPERATOR

**Summary:** Set-up and operate various machines as needed to meet production requirements

### **Duties and Responsibilities:**

- Responsible for quality, production rates, and data accuracy of own work
- Timely notification to supervisor of equipment, quality, or safety issues
- Maintain a clean and organized workplace in accordance with company guidelines
- Properly cross-train shop personnel as required by manager/supervisor
- Perform other related duties as instructed by manager/supervisor
- Adhere to established company policies and procedures paying special attention to safety regulations

### **Information/Directions From:**

- Data collection instructions
- Operator process instructions
- Quality manual
- Standard operating procedures
- Departmental work instructions
- Supervisor's/Manager's instructions
- Arc-Tronics, Inc. employee policy manual

### **Job Qualifications Requirements:**

#### *Knowledge/Skills/Certifications/Training:*

- Basic Math (rates, ratios, decimals, etc)
- Basic Computer Skills (ie: spreadsheets, word processing, data entry)
- Accurate data entry skills
- Organizational skills
- Knowledge of machine processes
- Ability to effectively communicate with supervisor/manager
- Ability to follow supervisor/manager instruction
- Component ID Training
- ESD Training
- FOD Training
- HazCom / Safety Training
- JSTD Training
- ITAR Training
- Sexual Harassment Training

### **Education/Experience Required:**

- High school diploma or general education degree (GED) and 2 years of experience in a manufacturing environment; or equivalent combination of education and experience such as a broad manufacturing background of 3 to 5 years experience