

## 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

**JOB CLASSIFICATION - ACKNOWLEDGEMENT – MACHINE OPERATOR**

Employee Name & Clock# : \_\_\_\_\_ Date Issued: \_\_\_\_\_

***Identify training requirements and assess training effectiveness. Confirm that all training listed above has been completed and that the employee is familiar with all SOP's, Work Instructions, Records, and Forms that pertain to the department and/or position, and knows where to locate them.***

\_\_\_\_\_ Employee is deemed fully competent as a Machine Operator.

\_\_\_\_\_ Employee is deemed competent as a Machine Operator. However, additional training or follow-up is required as noted below (***Specify any additional training needs, or note training that may require follow-up.***)

\_\_\_\_\_ Employee is NOT competent as a Machine Operator. Please see HR to determine next course of action.

**SIGNATURES**

This job classification has been completed and approved by the following Supervisor/Manager:

***Supervisor's/Manager's Signature:*** \_\_\_\_\_ ***Date:*** \_\_\_\_\_

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

***Employee Signature:*** \_\_\_\_\_ ***Date:*** \_\_\_\_\_