



## JOB DESCRIPTION

**POSITION:** Machine Operator

**REPORTS TO:** Shift Supervisor

**FLSA STATUS:** Non-Exempt

**DATE UPDATED:** 5/23/12

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### DUTIES AND RESPONSIBILITIES

- Ensures crew is working safely.
- Can meet or exceed production targets on a daily basis.
- Perform changeovers in a timely manner.
- Ensures work produced meets customer specifications.
- Fills out daily quality and production logs as well as all other required paperwork.
- Gives input on machine helpers.
- Does daily or weekly preventative maintenance as specified.
- Ensures daily or weekly clean-up is done and machine is ready for incoming shift.

### KEY COMPETENCIES:

- Ability to give, as well as receive input.
- Good leadership skills.
- Good written and oral communications skills.

### EDUCATION/SKILLS/EXPERIENCE:

- High school diploma.
- Mechanical aptitude.
- Successful track record as a machine helper.

**Physical Demands:** 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 disabilities to perform the essential functions." While performing the duties of this job, the employee is regularly required to:

- Ability to work on feet and stand for eight consecutive hours.
- Reach with hands and arms, required to bend and squat.
- Required to smell occasionally.
- Required to lift and/or move up to 35 lbs. over head on a frequent basis.
- Required to move shafts weighing up to 65 lbs. or more.
- Specific vision abilities: close vision, distance vision, ability to adjust focus.
- Talk, hear, stand, step, walk, sit and use hands to finger, handle or feel.

**Disclaimer:** The above information on this description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees assigned to this position.