JOB DESCRIPTION

Position Title	**Machine Operator I**	Department(s)	**Equipment**
Direct Report(s)	**None**	Revision/Approval/Date	**09/03/2014**
Pay Schedule		Pay Type	**Hourly**

JOB SUMMARY
The Machine Operator I will set up and operate machines including printers, pick and place machines, AOI, washers, wave machines and ovens.

RESPONSIBILITIES

- Selects, measures, assembles, and sets machine tools using precision gauges and instruments.
- Mounts, installs, aligns, and secures tools, attachments and fixtures using hand tools and precision measuring instruments.
- Determines specifications or procedures for set-up, programming and machine operation using blueprints, instructions, and machine knowledge.
- Confers with Line Lead, Process Tech or Engineering to resolve machine malfunctions and production errors and obtains approval to continue production.
- Examines electronic components for defects.
- Removes finished units to ensure product flow is maintained.
- Monitors machine operation and control panel displays to detect malfunctions and compare readings to specifications.
- Cleans machine, tooling, and parts or other work areas, as assigned.
- Performs simple maintenance of tools, equipment and machines.
- Good communication skills are required
- May be asked to perform other duties at a lower level or higher level of proficiency or not related to this classification on occasion.

EDUCATION / EXPERIENCE REQUIREMENTS

- Formal training/certifications a plus.
- Some manufacturing experience preferred.
- On the job training for the right candidate.
- Basic computer skills required.

SKILLS AND ABILITIES EXPECTATIONS

- Watching gauges, dials, or other indicators to make sure a machine is working properly.
- Conducting test and inspections of products, services, or processes to evaluate quality or performance.
- Ability to meet strict deadlines.
- Demonstrates time management skills.
- Using logic and reasoning to provide solutions to problems.
- Teaching others new processes and procedures.
- The ability to communicate information and ideas in speaking so others will understand.

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EXPECTATIONS

- Set the example by actively contributing to department and company goals.
- Clarify expectations and seek additional training as needed.
- Build quality into work. Ensure processes are consistent with quality objectives. Be aware of current quality levels versus target levels.
- Develop and achieve departmental/company goals and controls. Make suggestions for improvement in areas of cost reduction, processes, quality and productivity.
- Maintain a clean and safe work area.

PHYSICAL REQUIREMENTS:

- **Temperature: 65 – 80 degrees F**
- **Humidity: Normal**
- **Other Hazards: Lead, various chemicals, Strong magnet on Iflex machine will affect a pace maker.**
- **Percentage of time spent outside: 0% (rare exception for projects)**
- **Protective Clothing Required: ESD Smock, ESD Wrist/Heel Straps, Latex or Nitrile Gloves, Safety Glasses, Wave Solder - PPE.**
- **Physical Activity: Sit – 10% Stand – 35% Walk – 30% Run - 0%**
  Squat - 5% Bend – 10% Twist – 0% Lift – 5%
  Kneel -5% Drive-0% Climb - 0% Crawl – 0%
- **Reach above shoulder - 5% Other - _%**
- **Maximum consecutive time during the normal workday for each activity:**
  Sit – 120min Stand -120min Walk – 15 min Run - 0%
  Squat -5min Bend - 30in Twist - 0min Lift –5min
  Kneel - 5min Drive - 0min Lift – 5min Crawl – 0min
  Reach above shoulder: 5min Push -10min Pull -10min
- **Tools/Equipment Used:**

Frequency of Use:

	1-33%	34-66%	67-100%
Computer		**X**	
Screwdrivers	**X**		
Vacuum	**X**		
Calipers	**X**		
Multi-Meter	**X**		

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Repetitive Use of Hands & Feet:

	Not Req'd	Occasional	Frequent	Continuous
Simple Grasping			X	
Pushing/Pulling		X		
Typing/Data Entry			X	
Fine Manipulation			X	
Repetitive use of foot in operating machine controls	X			

Sensory Requirements:

Weight required to be manually lifted each normal work day:
(Occasional = 1-33%, Frequently = 34-66%, Continuous = 67-100%)

	Not Req'd	Occasional	Frequent	Continuous
Up to 10 pounds			X	
Up to 20 pounds		X		
Up to 35 pounds		X		
Up to 50 pounds		X		
Up to 75 pounds		X		
Up to 100 pounds	X			
Over 100 pounds	X			

Lifting and Carrying: Circuit boards or product. Machine tools and fixtures