

**Basic Job Description - Machine Operator:**

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The Machine Operator is a self-driven worker who has great attention for detail and is proficient at multitasking. He/She performs the operation, troubleshooting, repair and minor maintenance of automated equipment. He/She must understand both the product construction and the machine operation to maximize yields and machine uptime while maintaining a strong commitment to producing exceptional product. He/She will perform quality workmanship and keep scheduled deadlines to meet customer expectations.

The starting rate of pay for this position is \$16.50/hr. (Please note: You will be eligible to receive a \$0.50 per hour shift differential for working a 12-hour shift. The night shift differential is \$0.75 per hour.)

**Essential Functions (Responsibilities):**

These duties and responsibilities are not exhaustive and will be supplemented as necessary.

1. Observe all Environmental, Health, and Safety (EHS) rules, including housekeeping practices; participate in EHS meetings, investigations, and audits. Proactively communicate and address safety concerns.
2. Set-up and monitor machine operations according to standard operating instructions.
3. Understand department safety, quality and regulatory requirements, and production goals; actively engage in meeting these goals.
4. Inspect raw materials and products to ensure there are no visual defects; take corrective action as needed.
5. Perform checks to ensure accuracy per product specifications, ensures overall product quality, and tracks in manual logs or computer system to capture deviations and quality traceability data.
6. Perform material disposition on all work-in-processes (WIP) parts as assigned.
7. Perform advanced machine adjustments to ensure that proper construction specifications are being met.
8. Interrupt machine operation as necessary to correct operating problems; minimize production of product that do not meet specifications by quickly taking action and using investigative, troubleshooting and mechanical skills.
9. Accurately measure work in process (WIP) and finished goods in inches or centimeters
10. Communicate technical issues in a timely manner to all levels (managers, co-workers, maintenance, engineers, etc.)
11. Assists facilitator in training of other operators.
12. Assist with failure & performs regular minor preventive maintenance.
13. Performs troubleshooting to solve equipment malfunction.
14. Performs complete setup, adjustments, startup and shutdown of all equipment in the area.
15. Must work on a rotating shift schedule that includes weekends and holidays.
16. Keeps accurate records and explains any discrepancies, if necessary.

17. Performs any additional duties as assigned by Supervisor, Facilitator, or Lead.

**Qualifications / Requirements:**

1. High School Diploma, GED, or equivalent and 2 years of experience as machine operator or machinist, including job experience performing shop math calculations such as fraction and decimal equivalents, machine operation, troubleshooting, repair and maintenance of automated equipment.
2. 18 years of age or older.
3. Ability to work overtime.
4. Ability to work a schedule that rotates days of the week and includes every other weekend coverage, resulting in working seven out of every fourteen days.
5. Ability to work a 12 hour shift schedule.
6. Willingness to wear personal protective equipment, for example safety glasses, gloves, ear plugs, and safety shoes.
7. Successful completion of a background check and drug screen.
8. Willingness to work in a tobacco-free environment.
9. Legal authorization to work in the U.S. is required. We will not sponsor individuals for employment visas, now or in the future, for this job.

**Desired:**

1. Experience working in and navigating computer applications. Ability to perform basic functions in Excel, including navigating to files, data input, copy & paste and sums
2. Strong mathematical aptitude, such as ability to calculate flow rate and take measurements of circumference
3. Experience participating in the development of work instructions and operating guides
4. Basic SAP experience, including navigating in the system, looking up test specs and ensuring bills of materials match recipes
5. Strong mechanical aptitude
6. Quality inspection experience, including experience identifying and resolving product quality issues
7. Detail orientated
8. Strong communication skills and ability to learn and understands all policies, practices, and procedures.
9. Lean manufacturing experience.
10. Previous experience performing setup, troubleshooting and operation of automated machines.

**Please use the following link to apply to the Minnetonka Plant system:** <https://gepowerandwater.selectrakonline.com/Recruitment/Recruit.aspx>

**You will click on the tab that says “GE Power & Water Minnetonka” scroll to the bottom and click on manufacturing jobs...then apply for the Machine Operator Position.**

**Lisa Foss**

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[GE Career Website](#)