

K & S Wire Products Inc.
POSITION DESCRIPTION

Position Title: Machine Operator/General Labor
Function/Department Title: Production
Supervisor's Title: Shift Supervisor

Position Purpose: To operate machines in a safe manner and to maintain an acceptable quality of product in a timely manner.

REGULAR DUTIES:

1. Follow and abide by all safety rules and adopted by the company.
2. Monitor machine operation, and report any problems to supervisor.
3. Required daily paperwork must be completed accurately and neatly. This is to include but may not be limited to job cards, scrap sheets, and inspection sheets.
4. Operate manual pallet jacks in a safe manner, where applicable.

ESSENTIAL DUTIES:

1. Must be able to communicate with co-workers.
2. Ability to work in a team environment.
3. Must be able to work around moving machinery.
4. Keep area clean and neat.
5. Assist in the set-up when necessary.
6. Operate machine as assigned to produce acceptable quality of part being produced.

Safety Responsibilities

- Learn the rules. Understand them, Follow them and avoid short cuts.
- Review the safety and health educational material posed on bulletin boards and distributed to work areas. If you do not understand something, ask questions.
- Take personal responsibility for keeping yourself, your co-workers and equipment free from mishap.
- Be certain that you completely understand instructions before starting work. Avoid taking short cuts through safe procedures.
- Seek information on any hazardous chemicals you work with in order to understand their dangers and how to protect yourself.
- If you have any doubt about the safety and/or healthfulness of a task, stop and get instructions from your supervisor before continuing.
- If you have a suggestion for reducing safety and health risks, offer it. It is your responsibility to get involved.
- Support other employees in their assigned roles under the safety and health program.
- Make sure you understand exactly what your responsibilities are in emergency situations.
- Know how and where medical help can be obtained.
- Report all accidents and unsafe conditions and acts to your supervisor or use the system set up to allow reporting elsewhere

REQUIRED PREPARATION AND BACKGROUND:

	Essential	Desirable
<p>Knowledge: (subject matter Areas; facts/principals in subject matter; level, degree, breadth of knowledge)</p>	<ul style="list-style-type: none"> . Able to read, speak and write English. 	<ul style="list-style-type: none"> . Algebra . High School diploma or GED
<p>Skills; (activities that must be Performed with ease and Precision; machines, devices, or tools used).</p>	<ul style="list-style-type: none"> . Able to operate screwdrivers, wrenches and other hand tools as needed. . Able to handle small power tools where applicable. 	<ul style="list-style-type: none"> . Ability to read precision instruments (i.e., dial caliper, micrometer).
<p>Abilities: (written and oral Language ability: mathematical ability; reasoning and problem Solving; Nature of instructions received; interpersonal requirements; physical abilities such as strength, visual acuity, ability to hear; etc.)</p>	<ul style="list-style-type: none"> . Flexible to handle various assignments & changing priorities. . Willingness to work outside of normal business hours as needed. . Ability to work in temperature ranges from 45 degrees to 110 degrees for 9.5 hours. . Ability to tolerate solvents and oils. . Ability to work under moderate supervision in an informal team-oriented atmosphere with routine tasks and is frequently fast-paced and high-pressure. . Ability to manipulate objects. . Must be able to hear the running of the machines and determine minor problems in operation. . Ability to use visual skills to check for scratches, and/or defects in the metal. . Activities listed in Physical requirements 	<ul style="list-style-type: none"> . Past team experience. . Past lead person experience.

PHYSICAL REQUIREMENTS:

lifting:

Activity essential: Lift parts in/out of crate/box or off/on table, conveyor or skid.

Frequency: 500 to 2000 times per shift.

Range: 0 to 65".

Weight: 20 lb.

Lifting:

Activity: Lifting boxes on and off tables, pallets or floor.

Frequency: 10 to 50 times per day.

Range: 0 to 45".

Weight 30lbs.

Standing/Walking:

Activity: operating machine and moving parts.

Total time: 9.5 hours plus overtime.

Longest single duration: 3.5 hours.

Grade: Flat/concrete

Pushing/Pulling:

Activity essential: Moving stacks of parts.

Frequency: 50 times per day.

Force: To initiate 45 lbs.

Weight: May weigh 200 lbs.

Range: 0 to 31".

Distance: Up to 100 Ft.

Reaching:

Activity essential: Picking up product to and from crates/boxes and conveyors.

Frequency: Continuous

Height: Overhead, 36" to 55" forward.

Weight: 20 lbs.

Bending or stooping:

Activity: Bend/Stoop/Squat/Kneel/twist/turn.

Employee should be able to negotiate body level changes to reach, grasp, pull and push carts, parts and or tooling.

Distance: 11 to 16" forward lean.

Frequency: Continuous

Duration: 3.5 hrs at a time.

Wrist manipulation:

Activity essential: insert and remove products in/out of welders and presses.

Frequency: Continuous

Weight: 15lbs.

Work Environment: Due to the nature of this position it will be necessary to wear safety glasses and ear plugs during time spent in the plant. Must be able to work in temperature ranges from 45 degrees to 110 degrees on any given workday. Must be able to tolerate fumes and odors from solvents. Must be able to tolerate dust from the normal operation of machines. This position may have a limited exposure to hazardous chemicals or oils within the plant.

EMPLOYEE'S

SIGNATURE _____ **DATE** _____