

K&S Wire Products Inc
POSITION DESCRIPTION

Position Title: Setup/Operator
Department: Setup
Reports To: Setup Supervisor
Status: Non-Exempt

Position Purpose:

To reduce non-production time and establish the safest, most efficient set-up and operating procedures through active involvement in all set-ups and communications with Safety, Engineering and Quality Control. Will also be expected to offer practical solutions to further reduce set-ups with lean concepts in mind.

Duties And Responsibilities

1. Know all safety procedures and safety requirements for shop equipment.
2. Be capable of performing all set-ups within the established time rates.
3. Understand and be able to recognize all quality requirements for the production of product as well as ensuring maximum efficiencies are met on setups.
4. Analyze tooling and make recommendations for required maintenance.
5. Communicate with maintenance or tool room any deficiencies with equipment.
6. Pre stage materials.
7. Assure materials are delivered to the operators in a timely manner to reduce downtime.
8. Assure all paperwork that is contacted is accurate.
9. Monitor safety procedures with all set up.
10. Training all employees about safety when running job.
11. Other duties as required.

Education:

High school diploma or equivalent is preferred.

Experience:

Must be successfully trained in all areas of production and be qualified as an inspector. Must be forklift trained and approved.

Abilities and Skills:

Must be able to read and write English legibly and have basic math skills. Additional vocational or technical training a benefit.

Certificates and Training:

Must have or acquire forklift certification. May be required to acquire further training to continue advancing.

Essential Duties:

1. Must be able to read and understand safety manuals, MSDS sheets, shop orders and equipment manuals.
2. Must be able to use written language to fill out job cards, related requirements on shop orders and communicate various conditions through notes.
3. Must be able to use basic mathematical calculations such as adding, subtracting, multiplication and division using fractions, whole numbers and decimals.
4. Must be able to use fork lift for long periods of time daily.
5. Must be able to use basic hand tools such as but not limited to wrenches, tape measure, ratchets, screwdrivers and hammers.
6. Must be able to manipulate objects such as but not limited to:
 - a) Tools
 - b) Nuts
 - c) Bolts
 - d) Screws
 - e) Pins
 - f) Push Buttons, Knob and Dials
 - g) Rigging Equipment
7. Must be able to coordinate two or more physical operations simultaneously.
8. Must be able to use visual skills while working on equipment
9. Must be able to use sense of touch to analyze die components and effects of die conditions.
10. Must be able to work in extreme noise areas in excess of 96 decibels for a full shift while using company provided hearing protection.
11. Must be aware of mechanical hazards, such as moving machinery and equipment.
12. Must work under limited supervision. Worker must be highly autonomous and show independence in an environment with various tasks and various levels of pressure.
13. Must be able to work in constrained areas.
14. Train employees on operation of machine, paperwork and safety.

Safety Responsibilities

- Learn the rules. Understand them, Follow them and avoid short cuts.
- Review the safety and health educational material posted 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 well fare 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.
- Take part in the employee committees and voluntary programs and 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

WORK CONDITIONS

Standing/Walking

Standing and walking is variable and dependent on work to be done.
Longest single duration will vary from 1 to 8 hours.
Grades will vary from flat to ramp (maximum 25:1) and stairs.
Terrain will be concrete.

Sitting

Time sitting may include filling out paperwork for a period of 1 to 8 hours.
Type of seating may be a supportive or not supportive chair.

Lifting

Lifting die components, large wrenches.
Heaviest weight: 50 lbs
Use assistance for weight over 50 lbs.
Frequency: 0 to 4 times per day.
Range: Floor to 36 inches.

Pushing/Pulling

Dollies, barrel jacks, material handling jacks, loading and unloading tooling in presses.
Push force: maximum 100 lbs.
Frequency: 0 to 4 times per day.
Distance: Up to 300 feet.

Carrying

Tools, die components, materials.
Heaviest weight: 40 lbs.
Frequency: 0 to 4 times per day.
Distance: Up to 60 feet.
Grade: Flat

Reaching

Extended reaches while setting up presses will be required through out the shift.
Will be required to reach above active range of motion.

Wrist Manipulation

Activity essential: insert and remove products in/out of welders and presses.
Frequency: Very repetitive
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 work day. 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 within the plant.