



Job Description Operator



Job Title:	Operator	Department/Group:	Production
Position Type:	Full Time Hourly Non-exempt	Revision Date:	11/24/20

General Responsibilities

Responsible for performing machine tending operations. Operates a variety of machines in a production environment

Job Description

ROLE AND RESPONSIBILITIES

- Always utilize proper Personal Protective Equipment (PPE)
- Observe all safety requirements and maintains work area in a neat and orderly condition. This includes but is not limited to production area, cleaning of machine and general cleaning.
- Safely use fixtures and other tools needed for job task such as trimming and assembly
- Perform a variety of routine duties related to the molding/forming, inspecting, packaging and assembly of components in accordance with specified customer requirements.
- Operate assigned press/machine(s) safely and efficiently.
- Operates a variety of machines/equipment that may be used for assembly operations.
- Assemble plastic products at a pace consistent with the speed of the machinery or equipment being used or at a standard volume.
- Perform visual inspections of each part in order to ensure compliance with specified requirements
- Perform required measurements to ensure compliance with specified requirements.
- Inform supervisor or quality department of any deviations and/or product specification problems.
- Pack and prepare finished assembled parts in appropriate containers
- Apply labels to containers if required at facility/assigned workstation
- Provide suggestions regarding continuous improvement activities relative to production processes and product quality.
- Complete all required documentation
- Participate at employee meetings to better understand plant performance and continuous improvement opportunities

QUALIFICATIONS AND EDUCATION REQUIREMENTS

- High School Diploma or G.E.D. Strongly Preferred
- All required WilbertU Courses based on job title

PREFERRED SKILLS

- Good verbal and written communication skills
- Basic math and reading skills
- Ability to learn quickly
- Able to work well with others with minimal supervision
- Knowledge of hand and power tools and related machines beneficial

ADDITIONAL NOTES

*The above job description is a broadly-based description and is not intended to contain all specifics of a particular job. This description is not a contract for employment. It does not include all aspects of the position such as potential duties assigned by supervisors with the requirement for flexibility in helping others for the company's overall benefit.

Physical Demands: **Check** the appropriate box to indicate physical demands for this job.

PHYSICAL DEMANDS

	None	<1/3	1/3 -2/3	>2/3
Stand				X
Walk			X	
Sit	X			
Climb/balance		X		
Kneel/crawl		X		
Push/pull			X	
Reach				X
Bend/twist			X	
Stairs	X			
Ladders		X		
Platforms		X		

LIFTING

	None	<1/3	1/3 -2/3	>2/3
Up to 10 lbs				X
Up to 25 lbs			X	
Up to 50 lbs		X		
Up to 100 lbs	X			
>than 100 lbs	X			

POSITION INCLUDES

	None	<1/3	1/3 -2/3	>2/3
Power Tools			X	
Mfg Equip				X
PPE				X
Office Equip	X			

SHIFT WORK

No	Yes
	X

TRAVEL

No	%
X	

NOISE LEVEL

Very quiet	Quiet	Moderate	Loud	Very Loud
			X	

TEMPERATURE

Extreme heat	Extreme cold	Moderate	Extreme weather hot	Extreme weather cold
X			X	

VISION REQ

Close vision	Distance vision	Ability to focus	Peripheral	Depth perception	Color
X	X	X	X	X	X

MATH ABILITY

Basic	Budgeting	Analysis	Weights	Measures	Statistics
X			X	X	

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Approved By:	Name	Date:	11/24/20
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