**JOB DESCRIPTION**

<table>
<thead>
<tr>
<th>Position Title</th>
<th>Machine Operator I</th>
<th>Department(s)</th>
<th>Equipment</th>
</tr>
</thead>
<tbody>
<tr>
<td>Direct Report(s)</td>
<td>None</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Pay Schedule</td>
<td></td>
<td></td>
<td>Pay Type</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Hourly</td>
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</tbody>
</table>

**Revision/Approval/Date**: 7/25/05

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

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**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 supervisor or programmer to resolve machine malfunctions and production errors and obtains approval to continue production.
- Examines electronic components for defects.
- Stops machine to remove finished unit.
- Monitors machine operation and control panel displays to detect malfunctions and compare readings to specifications.
- Cleans machine, tooling, and parts.
- 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.

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**EDUCATION / EXPERIENCE REQUIREMENTS**

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

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**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.
## Job Description

### Position Title
**Machine Operator I**

### Department(s)
Revision/Approval/Date: 7/25/05

### Equipment

### Direct Report(s)
None

### Pay Schedule
Pay Type: Hourly

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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 – 75 degree
- **Humidity:** Normal
- **Other Hazards:** Lead (poor ventilation, chemical, electrical, etc.)
- **Percentage of time spent outside:** 0%
- **Protective Clothing Required:** ESD Smock, 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 – 15min
  - Run – 0%
  - Squat – 5min
  - Bend – 30min
  - 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:
    - Computer: X
    - Screwdrivers: X
    - Vacuum: X
    - Calipers: X
    - Multi-Meter: X
**Position Title**  | Machine Operator I  | Department(s)  | Equipment  
---|---|---|---
Direct Report(s)  | None  | Revision/Approval/Date  | 7/25/05  
Pay Schedule  |  | Pay Type  | Hourly  

### Repetitive Use of Hands & Feet:

<table>
<thead>
<tr>
<th>Activity</th>
<th>Not Req’d</th>
<th>Occasional</th>
<th>Frequent</th>
<th>Continuous</th>
</tr>
</thead>
<tbody>
<tr>
<td>Simple Grasping</td>
<td></td>
<td>X</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Pushing/Pulling</td>
<td></td>
<td></td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Typing/Data Entry</td>
<td></td>
<td></td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Fine Manipulation</td>
<td></td>
<td></td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Repetitive use of foot in operating machine controls</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Sensory Requirements:

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

<table>
<thead>
<tr>
<th>Weight Range</th>
<th>Not Req’d</th>
<th>Occasional</th>
<th>Frequent</th>
<th>Continuous</th>
</tr>
</thead>
<tbody>
<tr>
<td>Up to 10 pounds</td>
<td></td>
<td></td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Up to 20 pounds</td>
<td></td>
<td></td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Up to 35 pounds</td>
<td></td>
<td></td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Up to 50 pounds</td>
<td></td>
<td></td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Up to 75 pounds</td>
<td></td>
<td></td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Up to 100 pounds</td>
<td></td>
<td></td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Over 100 pounds</td>
<td></td>
<td></td>
<td>X</td>
<td></td>
</tr>
</tbody>
</table>

Lifting and Carrying: Circuit boards or product