



## JOB DESCRIPTION

Position Title	<b>Machine Operator I</b>	Department(s)	<b>Equipment</b>
Direct Report(s)	<b>None</b>	Revision/Approval/Date	<b>7/25/05</b>
Pay Schedule		Pay Type	<b>Hourly</b>

### JOB SUMMARY

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

### 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.

### EDUCATION / EXPERIENCE REQUIREMENTS

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

### 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.



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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 – 15 min	Run - 0%
Squat -5min	Bend - 30in	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:			
	1-33%	34-66%	67-100%

Computer	X		
Screwdrivers	X		
Vacuum	X		
Calipers	X		
Multi-Meter	X		



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### Repetitive Use of Hands & Feet:

	Not Req'd	Occasional	Frequent	Continuous
Simple Grasping		X		
Pushing/Pulling		X		
Typing/Data Entry		X		
Fine Manipulation		X		
Repetitive use of foot in operating machine controls	X			

### Sensory Requirements:

Weight required to be manually lifted each normal work day:

(Occasional = 1-33%, Frequently = 34-66%, Continuous = 67-100%)

	Not Req'd	Occasional	Frequent	Continuous
Up to 10 pounds			X	
Up to 20 pounds		X		
Up to 35 pounds		X		
Up to 50 pounds		X		
Up to 75 pounds		X		
Up to 100 pounds	X			
Over 100 pounds	X			

Lifting and Carrying: Circuit boards or product