**Machine Operator job description**

**Job brief**

The role of Machine Operator is to ensure the manufacture of compliant components within the specific requirements of the organisation and the customer.

**Responsibilities**

* Setup, program, and operate basic machinery including but not limited to Mechanical Shear, Corner Notcher, Punch Press, Iron Worker, Spot Welders, etc.
* May operate Advanced Machine but will not
* Perform minor maintenance on equipment.
* Determine routing of completed parts.
* Maintain inventory of parts used in area.
* Follow all safety rules, policies and procedures.
* Report all accidents/injuries to department supervisor immediately.
* Prompt and regular attendance.
* Additional duties as assigned by your supervisor.
* Keep work area clean, neat and orderly.
* Perform quality checks on parts produced.
* May be required to use fork truck

**Requirements**

* Accountability: The extent to which an individual is willing to accept responsibility.
* Accuracy: The extent to which an individual’s work is correct and error free within company
* policies and guidelines.
* Adaptability: The extent to which an individual can fit into a changing work environment.
* Communication, Oral & Written: The extent to which an individual communicates with clarity,
* actively engaging in conversations in order to clearly understand others’ message and intent,
* and received and processes feedback.
* Organized: The ability of the individual to be structured and methodical in working skills.
* Problem Solving: The ability to recognize courses of action which can be taken to handle
* problems or potential problems.
* Safety Awareness: The ability to identify and correct conditions that affect employee safety.
* High School Diploma or GED
* Previous flexographic printing or slitting/rewinding experience
* Experience with Dusenberry 614 and 616’s
* Experience with slitting of 4 inch and smaller finished width paper rolls Computer Skills
* Must have working knowledge of the use of a PC and Microsoft Office (Word, Excel, Outlook)