

Job overview

Core Responsibilities

Operates 1 or more of the machines to form raw wire into specified Springs/Rings, according to company and customer requirements, ensuring quality standards are consistently met, using safe practices and producing at the appropriate rate for the job.

Day-to-Day Responsibilities

- Learns to independently operate up to 25% of the machine groups in the respective department
- Completes inventory transactions to Request Wire, Move Process Control Racks, and Close Jobs
- Loads wire efficiently and safely using appropriate tools and removes empty spools
- Measures and inspects the wire quality throughout each step of the process
- Operates all testing equipment including, but not limited to: micrometers, calipers, load testers
- Retrieves all racks, rods, process copy forms, wire and materials needed to run job
- Demonstrates the ability to perform heat sampling
- Communicates regularly with Setup Operators regarding any machine issues
- Participates in cross departmental work production based on business needs
- Learns and upholds defined quality standards to ensure maximum customer satisfaction and optimize work efficiency
- Strives to achieve team and individual specified production targets
- Provides complete, accurate documentation when required
- Communicates clearly with teammates and supervisors regarding all aspects of the job
- Reports problems that arise with machines, materials, jobs, or team members; and offers solutions where possible within the scope of the duties of the job
- Learns and follows Smalley requirements for employee safety, product quality, and productivity
- Adheres to safe work practices in a continuous improvement environment including: appropriate Personal Protective Equipment (PPE), participation in mandatory safety training, and reports any concerns immediately
- Keeps workspace clean and organized to maximize safety and productivity by adhering to Smalley's 6S process
- Participates in ongoing training, educational meetings, and daily communication meetings
- Responsible for reviewing all applicable departmental policies and procedures

Expectations

Experience & Background

- Experience working in a manufacturing or related environment

Knowledge/Expertise

- Mechanical experience including: operation of high-speed automatic and semi-automatic equipment preferred
- Experience measuring parts with precision instruments including: micrometers, digital calipers, etc.
- Pass required exam of basic math and English

Competencies

- Building & Supporting Teams
- Championing Customer Needs
- Communicating Effectively
- Supporting Change & Innovation
- Dependability
- Initiative
- Job Skills
- Productivity
- Quality of Work
- Workplace Safety

Work Environment

This job operates in a manufacturing environment and employees are required to wear personal protective equipment such as steel-toed shoes, safety goggles and hearing protection.

Regular, predictable attendance is required.

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

Physical Demands

While performing the duties of this job, the employee is:

- Regularly required to stand, talk and hear
- Frequently is required to walk and use hands to handle, or feel objects, tools or controls
- Occasionally required to sit, reach with hands and arms, climb or balance and stoop, kneel crouch or crawl
- Regularly lift and/or move up to 10 pounds, frequently lift and/or move up to 25 pounds, and occasionally lift and/or move up to 50 pounds

Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus

Classification

- **Job code: SSK714**
 - **FLSA Status: Hourly**
 - **Department: 100 High Volume or 110 Low Volume**
 - **Reports To: Manufacturing Supervisor**
- Scope of Responsibilities
- Individual Contributor

*This summary job description is not designed to cover all activities, duties or responsibilities that are required of the employee

*Duties, responsibilities and activities may change or new ones may be assigned

Machine Operator 1

6/22/2022

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Employee Full Name _____

Employee Signature _____ Date _____