



JOB DESCRIPTION

Job Title: Machine Operator - Entry
Department: Production
Reports to: Director, Operations
Effective Date: August, 2016
Position Status: Non-Exempt

Job Summary

Under the direction of the Director, Operations, maintains the Quality system as directed. Majority of tasks performed under the supervision of an experienced machinist or the Production Manager. Takes direction to learn basic machine operation, setup and maintenance. Duties and tasks are simple and repetitive.

Essential Job Functions

- Responsible for understanding the Tecomet Quality Management System (QMS). Effectively maintains quality system.
- Knows and follows all safety requirements.
- Learn and understand processes and satisfactorily completes training provided by more experienced machinists, shift leads or Production Manager.
- Learn and understand how to operate production machinery of moderate complexity, maintain machines as necessary.
- Keep critical machinery and assemblies operating as assigned by Supervisor.
- Performs routine tasks to meet defined output rates.
- Commits minimal documentation errors.
- Perform basic measurement tasks to verify product is within specifications.
- Basic mathematical skills required.
- Ability to speak and understand the English language.
- Must be flexible with work schedule.
- Other duties as assigned by management.

Minimum Job Requirements

- High School diploma or general education degree (GED) required.
- 0-2 years related machining experience, education and/or training.
- Working knowledge of EN ISO 13485 preferred.
- Supports new ideas and helps to implement them.
- Knowledgeable about existing policies, practices and procedures.
- Reports any problems, deviation, or quality concerns to a lead/supervisor.
- Maintain a clean work area and personal appearance; daily shift cleaning required.
- Works well as a member of the team.

Physical Requirements

1. Repetitive motions
 - a. Movements frequently and regularly required using the wrists, hands, and/or fingers
2. Visual Abilities
 - a. Average visual acuity necessary to prepare or inspect documents or products, or operate machinery, including personal computer
3. Hearing
 - a. Able to hear average or normal conversation
 - b. Moderate-loud noise level
4. Physical Strength
 - a. Position requires sitting and standing most of the time
 - b. Exerts up to 30 pounds of force occasionally

Note: This job description is only a summary of the typical functions of the job, not an exhaustive or comprehensive list of all possible job responsibilities, tasks, and duties. This job description does not restrict management's right to assign or reassign duties and responsibilities to this job at any time. Job descriptions are not intended and do not create employment contracts.

Employee Name

Employee Signature

Date