



# Job Description

Position Title	Department	Reports to
Machine Operator	Manufacturing	Manufacturing Supervisor
Employment Status	FLSA Status	Effective Date
<input type="checkbox"/> Temporary <input checked="" type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time	<input type="checkbox"/> Non-Exempt <input type="checkbox"/> Exempt	February 2019

## POSITION SUMMARY

The machine operator works in a manufacturing and assembly environment performing a multitude of roles in the production shop, primarily focused on setting up and operating CNC milling machines and performing secondary machining operations, all towards delivery of a timely and high quality product to our customers.

## ESSENTIAL DUTIES AND RESPONSIBILITIES

The essential functions include, but are not limited to the following:

- Interpret specifications, prints, job orders, and perform work as required.
- Set up and operate all equipment, including the CNC vertical mill and other machines, creating parts as the production plan requires.
- Set up and perform all secondary machining or other tasks as required to create components ready for assembly.
- Inspect materials, products, or equipment to detect defects or malfunctions.
- Perform all production tasks as required, including fabrication, assembly, programming, machine operation, packing and inspection.
- Maintain quality standards, process parameters, and other indicators to ensure that all components and finished products conform to quality standards.
- Embrace and comply with all safety and employee regulations.
- Maintain the cleanliness of the machines, equipment and shop in general on a continuous basis.
- Performing primary and secondary assembly operations on STARC products.
- Maintain and clean machines and equipment.
- Pack product after assembly.
- Load and unload trucks.
- Maintain a safe, clean and well-organized production work environment through consistent application of 5S.
- Embrace and comply with all safety and employee regulations.
- Operate a fork-lift.
- Operate saws and other manufacturing equipment.
- Perform all other duties as assigned.

**MINIMUM QUALIFICATIONS (KNOWLEDGE, SKILLS, AND ABILITIES)**

- One or more years prior experience with CNC milling machine setup, operation, tooling and machining parameters; programming experience and/or training.
- Associates degree or equivalent, over a year experience and/or training, or equivalent combination of education and experience required.
- Able to read and accurately interpret production drawings and shop floor instructions.
- Possess strong interpersonal skills to work effectively in a collaborative team environment.
- Individual contributor who possesses initiative, a high energy work ethic, and ability to contribute to a high-performance team.
- Able to demonstrate strong verbal communication and interpersonal skills to interact effectively with managers, customers, suppliers and other employees.

**PHYSICAL DEMANDS AND WORK ENVIRONMENT**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the functions. While performing the duties of this position, the employee is regularly required to talk or hear. The employee frequently is required to use hands or fingers, handle or feel objects, tools, or controls. The employee is occasionally required to stand; walk; sit; and reach with hands and arms. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this position include close vision, distance vision, and the ability to adjust focus. Drive forklift? The noise level in the work environment is usually low to moderate.

**NOTE**

This job description in no way states or implies that these are the only duties to be performed by the employee(s) incumbent in this position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by any person authorized to give instructions or assignments. All duties and responsibilities are essential functions and requirements and are subject to possible modification to reasonably accommodate individuals with disabilities. To perform this job successfully, the incumbents will possess the skills, aptitudes, and abilities to perform each duty proficiently. Some requirements may exclude individuals who pose a direct threat or significant risk to the health or safety of themselves or others. The requirements listed in this document are the minimum levels of knowledge, skills, or abilities. This document does not create an employment contract, implied or otherwise, other than an “at will” relationship.

**Reviewed with employee by**

**Signature:** \_\_\_\_\_ **Name (print):** \_\_\_\_\_

**Title:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Received and accepted by**

**Signature:** \_\_\_\_\_ **Name (print):** \_\_\_\_\_

**Title:** \_\_\_\_\_ **Date:** \_\_\_\_\_

STARC Systems is an Equal Opportunity Employer, drug free workplace, and complies with ADA regulations as applicable.