

Job Description Form

Job Title: Operator

Department: Molding

Location: Lebanon

Date Released: 3/15/2010

Hourly Salaried Exempt Yes No

I. DUTIES AND RESPONSIBILITIES

Perform a variety of routine duties related to the molding, inspecting, packaging and assembly of injection molded components in accordance with specified customer requirements.

Operate assigned injection molding press/presses safely and efficiently.

Operates a variety of machines/equipment that may be used for assembly operations.

Pack and prepare finished assembled parts in appropriate containers and apply labels.

Assembles plastic products at a pace consistent with the speed of the machinery or equipment being used or at a standard volume.

Responsible for completion of production sheet for each job ran.

Performs visual inspections of each part in order to ensure compliance with specified requirements such as shorts, splay, black spec's, flash.

Responsible for safe use of fixtures and other tools needed for job task such as trimming.

Observes all safety requirements and maintains work area in a neat and orderly condition. This includes but is not limited to product area, cleaning of press and general cleaning.

Informs supervisor or quality control inspector of any deviations and/or product specification problems. Provides suggestions regarding continuous improvement activities relative to production processes and product quality.

Perform other related duties as assigned.

II. SUPERVISORY RESPONSIBILITIES

None

III. EDUCATIONAL AND OTHER SKILL REQUIREMENTS

High School Diploma or G.E.D. Strongly Preferred.

Good verbal and written communication skills.

IV. **PHYSICAL DEMANDS**

Light to medium physical demand level.

Stands and walks frequently to operate machinery, pick up materials and supplies.

Stretches out, up and across occasionally to operate particular machines and when loading plastic granules into machine hopper.

Squatting, kneeling or crouching may be required when inspecting machines and finished plastic products.

Twisting of the body or neck may be required on an occasional basis.

Frequent lifting is required of a light to medium level. Although such loads are not typical, you should be able to safely lift, push or pull a maximum of forty pounds. Loads larger than 40 lbs. should be handled by other means.

Bends occasionally over machines, conveyer belts and when picking up supplies or products from low levels.

Repetitive large hand and arm movements may occasionally be required for some tasks.

Driving is not required.

Employees use a range of **plastics processing machines** or may specialize in the operation of one machine.

Mental activities necessary include manufacturing knowledge, machine operation and other practical and problem-solving skills.

There are limited opportunities for flexibility of movement.

PPE – Safety Eye Wear, Cutting Gloves when using a knife, and cotton gloves when handling hot parts.

V. **WORKING CONDITIONS AND ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

Work Environment - indoors in plastic manufacturing factory.

While performing the duties of this job, the employee is regularly exposed to fumes or airborne particles.

The employee is frequently exposed to moving mechanical parts. The noise level in the work environment is usually moderate.

*Due to the factory not being climate controlled, extreme heat is experienced in the summer months.

*The above job description is a broadly based description and is not intended to contain all specifics of a particular job. This description is not a contract for employment. It does not include all aspects of the position such as potential duties assigned by supervisors with the requirement for flexibility in helping others for the company's overall benefit.

Physical Demands: Check the appropriate box to indicate physical demands for this job.

| Amount of Time spent: | | | | |
|-------------------------------|------|------------------|------------|---------------|
| | None | Amount up to 1/3 | 1/3 to 2/3 | More than 2/3 |
| Stand | | | | X |
| Walk | | | X | |
| Sit | X | | | |
| Climb or balance | | X | | |
| Stoop, kneel, couch, or crawl | | X | | |
| Push, Pull | | | X | |
| Reach with hands and arms | | | | X |
| Bend, twist, squat | | | X | |

| Does this job require the use of: | | | | |
|-----------------------------------|------|------------------|------------|---------------|
| | None | Amount up to 1/3 | 1/3 to 2/3 | More than 2/3 |
| Use of ladders | | X | | |
| Stairs, climbing | X | | | |
| Work on platforms | | X | | |

| Lifting / how much how often: | | | | |
|-------------------------------|------|------------------|------------|---------------|
| | None | Amount up to 1/3 | 1/3 to 2/3 | More than 2/3 |
| Up to 10 pounds | | | | X |
| Up to 25 pounds | | | X | |
| Up to 50 pounds | | X | | |
| Up to 100 pounds | X | | | |
| More than 100 pounds | X | | | |

| Does this job require the ability to use: | | | | |
|--------------------------------------------|------|------------------|------------|---------------|
| | None | Amount up to 1/3 | 1/3 to 2/3 | More than 2/3 |
| Power tools | | X | | |
| Manufacturing equipment | | X | | |
| Use of personal protective equipment (PPE) | | | | X |
| Fine manipulation | | X | | |
| Office Equipment: | X | | | |
| Typing/Keyboarding/Data Entry | | X | | |
| Computer / Calculator | | X | | |
| Other Specify | X | | | |

Does this job require reliable attendance and punctuality? Yes No

Does this job require shift work? Yes No

| What is the amount of Travel required for this job? | | | | |
|---------------------------------------------------------------------------------------------------------------------------|---------|---------|----------|--|
| Less than 25% | 25%-50% | 50%-75% | 75%-100% | |
| X | | | | |
| Does this job require mobile equipment certification? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No | | | | |

Working Conditions: Check as needed - Specify additional conditions if needed

| | Very quiet (Forest trail) | Quiet (library/private office) | Moderate noise (business office) | Loud noise (metal manufacturing) | Very Loud Noise (jack hammer) |
|--------------|----------------------------|--------------------------------|----------------------------------|-----------------------------------|-------------------------------|
| Noise Levels | | | X | | |
| | Extreme cold (non weather) | Extreme Heat (non weather) | Moderate temperature | Severe hot weather | Severe cold weather |
| Temperature | | | X | | |

Note: If employee will be working in extreme heat, then must meet the requirements of the Heat Stress Medical Evaluation

| | Ability to Adjust Focus (ability to adjust the eye to bring an object into sharp focus) | Close Vision (clear vision at 20 inches or less) | Distance Vision (clear vision at 20 feet or more) | Color Vision (ability to identify and distinguish colors) | Peripheral Vision (ability to observe an area that can be seen up and down or to the left and right while eyes are fixed on a given point) | Depth Perception (three-dimensional vision, ability to judge distances and spatial relationships) |
|---------------|------------------------------------------------------------------------------------------------|---------------------------------------------------------|----------------------------------------------------------|------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------|
| Visual Acuity | X | X | X | X | X | X |

