



Machine Operator

Summary/Objective

Machine operator will set up, maintain and operate machinery. You'll ensure the efficient running of production.

Essential Functions

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

1. Setting up machines to start a production cycle
2. Controlling and adjusting machine settings (e.g. speed)
3. Feeding raw material or parts to semi-automated machines
4. Inspect parts
5. Test operation of machines periodically
6. Fix issues that might occur during the shift
7. Check output to spot any machine-related mistakes or flaws
8. Keep records of approved and defective units or final products
9. Maintain activity logs

Competencies

1. Production minded.
2. Learning Orientation.
3. Time Management.
4. Thoroughness, and quality driven work.

Supervisory Responsibility

This position has no supervisory responsibility.

Work Environment

While performing the duties of this job, the employee is regularly exposed adhesive materials (Hot Glue). The employee occasionally works near moving mechanical parts and in high volume equipment. The noise level in the work environment is moderate.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is required to stand for the entirety of their shift. The employee is frequently required to use hands to handle, or feel objects, tools, or controls and to assemble products. The employee is required to walk; reach with hands and arms; stoop, kneel, crouch or crawl; and talk or hear.



The employee must regularly lift and move up to 40 pounds, and occasionally lift and move up to 50 pounds. Specific vision abilities required by this job include close vision, peripheral vision, depth perception and the ability to adjust focus.

Job rotation will be expected, and the ability to train on multiple jobs is also a basic job requirement.

Position Type/Expected Hours of Work

This is a full-time position. Days and hours of work are Monday through Thursday, 7:00 a.m. to 5:30 p.m. summer hours – Monday through Friday 8:00am to 4:30pm winter hours.

Occasional overtime is expected.

Travel

No travel is expected for this position.

Required Education and Experience

1. High school diploma or GED preferred but not necessary **or**
2. Equivalent work experience

Preferred Experience

1. Previous job tasks that encompassed high levels of manual dexterity
2. One year of related experience.

Additional Eligibility Qualifications

None required for this position.

Work Authorization/Security Clearance (if applicable)

NA

AAP/EEO Statement

Northland Filter LLC. is an Equal Employment Opportunity employer and welcomes all qualified applicants. Qualified applicants will receive fair and impartial consideration without regard to race, sex, color, religion, national origin, age, disability, veteran status, genetic data or any other legally protected status.

Other Duties

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

Signatures

This job description has been approved by all levels of management:

Manager _____

HR _____

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

Employee _____ Date _____