

Machine Operator 1

Position Profile

Position Purpose and Summary:

The Machine Operator 1 can operate self-sufficiently, set-up and perform adjustments to basic woodworking machinery.

The Machine Operator 1 follows the production schedule, completes workorders accurately and can identify production parts. Understands and performs the required quality inspections.

The operator does basic routine maintenance tasks and understands the machine functionality to communicate meaningfully with maintenance technicians.

The operator monitors the tool performance and can conduct tool changes under supervision.

The Operator can operate more complex machinery short-term, and under supervision for trial periods.

Typical Positions

- Homag Manual Contour Edgebander
- Manual Contour Edge trimming
- Grooving Saw Operator
- Slot-Cutter Operator
- Hardware Packing Machine Operator

Key Accountabilities:

Equipment Operation

- Has a sound knowledge of the functionality of the assigned machine(s)
- Understand and is capable of performing machine adjustments using the principles for drilling, cutting, shaping and/or routing, including feed rate, spindle speed, cutting direction and material type.
- Implement tool adjustments and changes if warranted under supervision (verification) of an authorized set-up operator (see level 3 and up)

Safety

- Understands and follow all safety rules.
 - Lockout procedures
 - Use of PPE's
 - Hazardous materials and conditions related to workplace
- Understands the inherent safety risks of the assigned machines
- Maintains safe work practice and directs team members/helpers in safe working practices
- Recognizes and reports unsafe working conditions
- Does not work in unsafe conditions

Inventory & Production Management

- Maintains optimum operating speed and feed-rate when possible, performs adjustments as required and report persistent deviations.
- Maintains inventory levels of allocated tools and consumables according to established procedures/ processes (i.e., KANBAN).
- Follow the production plan and schedule.
- Documents and reports production completion according to established protocol (volume, quality, time...)

Maintenance

- Performs daily clean-up of machine and scheduled "deep-cleanups".
- Inspects and clean sensors and limit switches.
- Reports airline leaks and loose or worn electrical cables
- Perform prescribed, routine preventive maintenance tasks
- Recognizes malfunctioning or off-standard performance of machine and communicates with Supervisor and maintenance technicians
- Capable of changing broken or dull drill bits, router bits and/or saw blades with Supervision and follows machine lock out procedures.

Housekeeping

- Cleans equipment and related work area daily
- Ensures no build up of waste, non-conforming work pieces dull tools, etc.
- Maintains clean and dusted workstations.

Quality Assurance

- Understands required quality requirement of material and process outcome of specific workplace.
- Verify parts against drawings, follow inspection protocol.
- Diagnose reasons for non-conformance (poor quality) and make corrective adjustments.
- Report required program adjustments to Supervisors and/or Product engineering

Corporate Culture

- Understands and adopt Prepac's vision
- Follow the company's rules and procedures regarding behaviour, quality, health, and safety.
- Participates in Continuous Improvement activity and teamwork
- Flexibility to be cross trained and work other tasks that may be required from time to time

Reporting Structure:

Reports to the Department/Line Supervisor

The Place:

- Prepac's Manufacturing facility in Whitsett, NC

Qualifications/ Requirements:

Technical Literacy

- Understanding and communicating in basic English verbal and written.
- Basic numeric knowledge (reading numbers, counting...)
- Ability to use measurement tools (measuring tape and caliper).
- Ability to read part drawings.
- Basic writing skills to report production performance numbers, and maintenance requests

Physical requirement and Environment

- Continuous, fast paced lifting, pulling, and pushing material averaging 15 - 20 lbs. Maximum lifting 50 lbs. occasionally.
- The work requires standing and walking during working hours
- Well-lit, clean, well ventilated, in-door work area with minimal dust exposure
- Working in noisy environment up to 80dB(A)
- Flexibility and ability to work in shiftwork will be required