

# Machine Operator 3

## Position Profile

### Position Purpose and Summary:

The Machine Operator 3 can adjust and set-up the most complex machinery. Understands safe operating procedures and can mentor/guide a novice helper.

The Machine Operator 3 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 Machine Operator 3 monitors the tool performance and performs complex tool changes.

### Typical Positions

- Homag Panel Saw
- Homag Single Sided Edgebander
- Barberan/Biele Laminator

### Key Accountabilities:

#### *Equipment Operation*

- Has a sound knowledge of the functionality of the assigned machine(s)
- Understand and be 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
- Set-up the machine according set-up plan, drawing or call up CNC programs
- Basic CNC programming
- Read and understand machine screen information including program and tooling data.
- Implement tool adjustments and changes if warranted

#### *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
- Understand and be capable of changing broken or dull tooling such as insert knives, drill bits, router bits and/or saw blades and follow 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.
- Diagnoses reasons for non-conformance (poor quality) and makes corrective adjustments.
- Reports required program adjustments to Supervisors and/or Product engineering

### *Corporate Culture*

- Understands and adopts Prepac's vision
- Follows 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
- Intermediate computer skills (navigate within Window® platform, open files, execute commands, enter cutting programs, processing programs)
- Ability for analytical thinking to understand and trouble shoot complex machinery

#### *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