



Position Title	Entry Level Machine Operator	Eff. Date	7/1/2025
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Job Code		EE Type	Hourly	FLSA	Non-Exempt
Location	Various	Department			
Reports to	Plant Supervisor	Dotted Line Report	Plant Manager		

Position Summary

The Machine Operator is responsible for operating, monitoring, and maintaining machinery and equipment used to fabricate materials. This role ensures efficient and safe operation of production lines while maintaining high standards of quality and productivity.

Primary Accountabilities (Essential duties:)

- Read and follow job orders and determine required materials and products.
- Set up, calibrate, and operate machines
- Inspect raw materials and finished products to ensure they meet specifications. Continuously monitor machine output and make real-time adjustments as necessary.
- Assemble and inspect machine parts and carry out machine operation tests.
- Perform routing preventative maintenance on equipment and report mechanical issues promptly to management. Troubleshoot minor malfunctions to minimize downtime.
- Conduct quality checks on product dimensions, tolerances, and finishes using measurement tools.
- Work closely with supervisors, maintenance staff, and fellow operators to meet daily production targets to improve overall operational efficiency.
- Keeping facility clean by removing debris and trash to ensure safety.
- Escalate machine downtime, quality, and safety concerns to their Production Lead / Supervisor / Manager while maintaining clear and respectful communication with fellow employees. Keep up with safety requirements and maintain the safe work setting at all times.
- Complete production reports and machine logs accurately and in a timely manner.
- Maintain regular, reliable and punctual attendance as a fundamental function of the role.
- Performs other related duties as requested and assigned.

Supervisory Responsibilities

This position has no supervisory responsibilities.

Position Qualifications

To perform this job successfully, an individual must be able to perform each primary accountability satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Additionally, the physical demands and the work environment typically encountered are listed below. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential duties.

- Strong mechanical aptitude a plus and hands-on experience with expanded metal production equipment.
- Ability to interpret production specifications of written work orders and ability to read a tape measure.
- Minimum 1 year of experience in manufacturing



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- Good organizational skills and attention to detail.
- Proficient with Microsoft Office Suite and/or inventory software to maintain records and input data.

Education / Experience

- High school diploma or equivalent required; technical certifications or coursework in manufacturing a plus.

Competencies / Technical Skills / Qualifications

Core Competencies: Analytical; Problem Solver; Managing Performance; Building Collaborative Relationships; Customer Orientation; Result Orientation; Business Acumen

Organizational Competencies: Initiative; Influencing Others; Detail Orientation; Excellent Communication Skills;

Technical Skills and Qualifications:

- Basic mechanical and mathematical skills
- Ability to read technical blueprints and follow written instructions
- Ability to work in extreme temperatures (hot and cold), noisy and physically demanding environments

Physical Requirements

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

This position requires physical activity throughout the workday. Below are approximate percentages of time spent on each activity:

Standing	70%	Walking	10 %	Climbing	0 %	Stooping	5%
Lifting	5 %	Carrying	5 %	Pushing	0 %	Bending	5 %

Typical lifting requirements: up to 25-50 lbs on a regular basis

Work Conditions

Environment: Manufacturing Facility

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

Work environment: Manufacturing floor, may be exposed to varying extreme temperatures, loud noise, sharp edges, and moving machinery.

Overtime, weekends or holidays as needed.



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Employee Acknowledgement

I acknowledge that I have received, reviewed, and understand the job description for the position of Machine Operator. I understand that it describes the general nature and level of work expected of someone in this position. I also understand that it is not an exhaustive list of all responsibilities, duties, and skills required for the role and that management reserves the right to modify this job description at any time, with or without notice.

I understand that this job description does not constitute a contract of employment and that my employment is at-will, meaning either the Company or I may terminate the employment relationship at any time, with or without cause or notice, unless otherwise required by law or a written employment agreement.

By signing below, I acknowledge that I am able to perform the essential functions of this position, with or without reasonable accommodation, and agree to perform the duties outlined herein to the best of my ability.

Employee Name (Print) _____

Employee Signature _____

Date _____