

**American Flexible Products, Inc.**  
**JOB DESCRIPTION**

|   |                               |              |
|---|-------------------------------|--------------|
| Position Title: <b>Machine Operator I</b>                               |                               | Approved:    |
| Division/Department: <b>Production</b>                                  | Shift: <b>Day</b>             | Salary Band: |
| Reports To (Title): <b>VP of Manufacturing /<br/>Production Manager</b> | Date: <b>October 29, 2020</b> |              |

**POSITION DESCRIPTION**

**OVERVIEW:**

The machine operator is responsible for set-up and operation of die cutting presses to written and/or verbal instructions. Work is generally concentrated on machine(s) and operations may be very repetitive. The operator will have a working knowledge of acceptable product quality, processes, and procedures to ensure quality of work.

**MAJOR AREAS OF ACCOUNTABILITY:**

Include the following. Other duties may be assigned

- Set-up, operate, and monitor the machine process to assure quality products
- Ensure productivity goals are met for resource group by monitoring run speeds, set up times and coordination of support departments.
- Troubleshoot and correct problems
- Communicate with other departments for resolution of mechanical problems, reporting of defective material, coordination of job preparations, change overs and daily shift information
- Accurate and timely production reporting
- Comply with all safety rules
- Maintain a clean and organized work area and press
- May be called upon to perform comparable duties of a similar or related nature and/or assist in other areas as needed.

**QUALIFICATIONS:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**EDUCATION and/or EXPERIENCE:**

- High School Diploma or equivalent.
- 0 - 2 years of operating die cutting presses
- 0 - 2 years of performing setups and takedowns

## **American Flexible Products, Inc.**

### **GENERAL SKILLS:**

- Mechanically inclined and production oriented.
- Attention to detail is a must
- Mathematical ability
- Ability to read blueprints and work instructions and maintain accurate records.
- Team player who is self-motivated and has the ability to work with minimal supervision.
- Exhibits a professional demeanor at all times.
- Good hand/eye coordination. Ability to stand for long periods of time.
- Open to overtime as needed
- Must have the ability to lift up to 50 lbs.

### **COMPUTER SKILLS:**

Proficiency with a computer is a must. Microsoft office suite is required. Epicor experience preferred or any ERP system experience.

### **LANGUAGE SKILLS:**

Must be able to communicate (read, write and speak) fluently in English. Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Must have the ability to communicate effectively with team members and leadership staff.

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

### **WORK ENVIRONMENT:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. The work area is a production environment which includes exposure to noise, fumes, moving machinery and varied temperatures. The noise level in the work area is usually moderate. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.