



FELLING TRAILERS, INC.

POSITION DESCRIPTION

Job Title: Machine Operator

Pay Level:

Exemption Status: Non-Exempt

Department: Fabrication

Authorization: _____

Date: October 22, 2014

JOB SPECIFICATIONS

FACTOR

Education:
Related Experience:
Supervision Given:
Supervision Received:

LEVEL

High School
None required
None
Supervisor

Job Summary:

The Machine Operator is responsible for operating a variety of machines to fabricate metal parts to specifications in a timely fashion.

Essential Specific Job Duties:

1. Reviews Job Shop Tickets and prioritizes work to maximize productivity.
2. Reads blueprints as needed.
3. Obtains raw materials from warehouse as needed.
4. Loads machines and monitors operation.
5. Checks parts to assure adherence to quality standards and makes any necessary adjustments.
6. Offloads and stages parts in appropriate area.
7. Conducts maintenance on machines as needed, i.e. changes blades, tops off fluids, etc.
8. Adheres to quality standards at all times.
9. Adheres to safety standards at all times.

Essential Specific Job Duties (Continued):

10. Maintains work area in a clean, safe, orderly fashion.

Essential Universal Job Duties:

11. Improves self in any way possible to enhance job performance.

12. Promotes **Felling Trailers, Inc.**, its mission, values, programs and achievements to the public and other employees.

13. Identifies organizational problems and opportunities for improvement and brings solutions and suggestions to management's attention.

14. Functions as a team member by assisting, supporting and encouraging other employees in any way possible

Non-Essential Job Duties:

15. Performs related work as required, willingly and eagerly.

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.

Descriptive factors are defined and abbreviated as follows:

- N/A – Not applicable
- O – Performed occasionally 20 –50%
- EF – Essential function: Essential job functions are defined as those responsibilities that are required to be done by the job.
- S – Seldom performed 1-20%
- R – Performed regularly 50 – 100%

Physical Demands	N/A	S	O	R	EF	Working Conditions	N/A	S	O	R	EF
Standing				X	X	Extreme Heat 80 > degrees		X			X
Sitting	X					Temperature Changes		X			X
Lifting 0 – 30 lbs.				X	X	Noise > 80 decibels				X	X
Lifting 30 – 50 lbs.				X	X	Vibration	X				
Lifting 50+ lbs.		X			X	Heights	X				
Carrying 0-30 lbs.				X	X	Work Outdoors	X				
Carrying 30-50 lbs.				X	X	Work with People			X		X
Carrying 50+ lbs.		X				Work around People			X		X
Pushing			X		X	Work alone				X	X
Pulling			X		X	Substance Exposure	N/A	S	O	R	EF
Grips/Grasps				X	X	Acids, Corrosives		X			X
Finger Movement				X	X	Epoxies	X				
Reaching/Stretching				X	X	Dust			X		X
Walking				X	X	Fumes		X			X
Climbing	X					Mists	X				
Running	X					Gases		X			X
Jumping	X					Chemicals	X				
Rapid Work Speed		X			X	Body Fluids	X				
Bending				X	X	Equipment	N/A	S	O	R	EF
Speaking Clearly		X			X	Motor Vehicles	X				
Hearing Conversation		X			X	Hand Tools				X	X
Hearing High Acuity	X					Machinery				X	X
Seeing – Near				X	X	Machine Tools				X	X
Seeing - Far		X			X	Lifts		X			X
Depth Perception				X	X	AV Equipment	X				
Color Perception	X					Personal Computer	X				
Typing/keyboarding		X			X	Office Machines	X				
Writing		X			X	Protective Clothing	N/A	S	O	R	EF
Filing	X					Facial Covering		X			X
						Latex/Vinyl Gloves				X	X
						Safety Glasses				X	X