

1. INTRODUCTION

- 1.1. The purpose of maintaining job descriptions is to define the basic function, reporting relationships, responsibilities, duties, and performance measurements of all positions within Upac2, Inc.

2. BASIC FUNCTION

- 2.1. The basic function of the Machine Operator at Upac2, Inc is picking, counting, boxing, and the quality inspection of finished plastic thermoformed parts. On packaging equipment, you will be required to load and unload trays from the line and to start the cycle of the machine. Secondary operations including trimming, deburring and cleaning are also required.

3. REPORTING RELATIONSHIPS

- 3.1. See [SOP500.02 Organizational Chart](#) for reporting details.

4. REQUIREMENTS

4.1. Education

- 4.1.1. **Required** – None
- 4.1.2. **Preferred** – A high school diploma.

4.2. Licensing/Registration/Certification

- 4.2.1. **Required** – None
- 4.2.2. **Preferred** – None

4.3. Experience

- 4.3.1. **Required** – None
- 4.3.2. **Preferred** – 1-3 years experience working in a manufacturing plant under production conditions.

4.4. Skills/Knowledge/Abilities

- 4.4.1. Must have cooperative attitude so they can work in close association with others with similar duties. A strong work ethic is necessary so we can rely on the Machine Operator to be at their station on time and to accomplish a steady work performance throughout the work day.

4.5. Physical

- 4.5.1. **Body Positions** – Primarily standing in production area with occasional sitting.
- 4.5.2. **Body Movements** – Walking, bending, reaching, overhead reaching, stooping, & squatting. Full range of motion and use of arms. Ability to lift 50 lbs. Ability to lift 30 lbs repetitively.
- 4.5.3. **Body Senses** – Must see well enough to identify part contamination which is 0.015" - 0.030" in size. Must hear well enough to discuss work in the production area with the existing ambient machine noise levels.
- 4.5.4. **Dexterity/Coordination** – Must be able to operate manual tools such as a tape gun or deburring tools. Will use hands for repetitive action including firm grasping and fine manipulation.
- 4.5.5. **Clothing** – To assure operator safety, all machine operators are required to wear a shirt & shoes at all times. Loose clothing with long tails, scarves, or high fiber materials will not be allowed. Much of a machine operator's day is spent on their feet. Good fitting, comfortable shoes are a must.

4.6. Mental

- 4.6.1. **Mathematics** – Needs basic math skills. Must understand addition, subtraction, multiplication and division, in order to obtain reliable finished part counts. Must have the ability to read and interpret weight measurements on a scale.
- 4.6.2. **Language** – Ability to read and write English so that he/she can understand printed work instructions, labels and quality sheets. Ability to speak English well enough to communicate with fellow workers and understand job information.

5. WORKING CONDITIONS

- 5.1. Works on a production floor that is well lighted. Temperature in the production area can increase to 110 degrees Fahrenheit. Noise levels are constant, but do not exceed OSHA d.b.a. limits.

6. AUTHORITY

- 6.1. Not applicable.

7. RESPONSIBILITIES AND DUTIES

- 7.1. The Machine Operators at Upac2, Corp are required to:
 - 7.1.1. Inspect finished part quality to the standard explained by the quality sheet and the work instructions on the job jacket.
 - 7.1.2. Stop the production of finished parts and to notify the production supervisor, production lead or other management personnel of any defects or machine conditions which affect the quality or efficiency of the job assigned to them.
 - 7.1.3. Pick, stack, count and box finished parts within the amount of time specified by the job jacket or established by the standard.
 - 7.1.4. Box finished parts according to work instructions.
 - 7.1.5. Arrive at your work station on time and to work at a steady pace which allows completion of the required parts per hour.
 - 7.1.6. When a shift change occurs, the working Machine Operator who is running the machine, or is picking parts, will yield his job responsibility to the on-coming Machine Operator. The working Machine Operator then stays with the on-coming Machine Operator and will:
 - 7.1.6.1. Explain any information regarding part quality.
 - 7.1.6.2. Explain any special operations or machine functions.
 - 7.1.6.3. Remove scrape materials.
 - 7.1.6.4. Stack boxes.
 - 7.1.6.5. Make new boxes.
 - 7.1.6.6. Apply labels and bags.
 - 7.1.6.7. Clean up the work area.
 - 7.1.6.8. Assist the on coming operator. You will not be released from your assigned work station until your shift has ended.
 - 7.1.7. Follow special work instructions associated with the clean room area.
 - 7.1.8. Clean work areas at the start of your shift, lunch break and at the end of your shift. Allow five (5) minutes for general housekeeping and machine cleaning duties.
 - 7.1.9. Accomplish material handling duties such as moving gaylords, corrugated boxes and plastic in the production area and warehouse.
 - 7.1.10. To follow safety instructions.

7.1.11. Accomplish any other duties which may be assigned by your immediate supervisor.

8. OTHER JOB CRITERIA

- 8.1. Ensure part quality to customers standard to the best of your ability.
- 8.2. To stop your process if you believe you are not producing parts which will meet customer quality standards. You will continue when you have a determination from your supervisor regarding the defect. If you do not agree with your supervisor's determination, you are required to make this known to the Plant Manager, but to continue with the production of these parts.

9. PERFORMANCE MEASUREMENTS

- 9.1. Employee evaluations will be used as the performance measurement tool.