



Machine Operator, Level 1-3

Department: Cast Iron Prep	Job Status: Full Time
FLSA Status: Non-Exempt	Reports To: Manufacturing Supervisor
Grade/Level: Employee Development Program	Travel Required: No travel required
Work Schedule: Monday – Thursday 6am - 4:30pm Some scheduled Fridays	Positions Supervised: None

POSITION SUMMARY

Set up, operate, and tend various tools related to the preparation of cast iron to be used in building cast iron stoves. Performs repetitive machine operations to produce parts and accessories for gas and wood stoves/inserts.

ESSENTIAL FUNCTIONS

- Work cooperatively with coworkers
- Meet attendance expectations
- Practice “Lean” processes unique to position
- Participate in Jøtul Idea System
- Adhere to all safety guidelines, and actively participate in required programs such as ergonomic evaluations and daily stretch breaks
- Participate in the Employee Development Program
- Operate grinder, belt sander, tapping arm, drilling machines (vertical and horizontal), and other related tools
- Place parts in specified relationship to each other.
- Adheres gaskets.
- Kitting and crating parts
- Operate ergonomic equipment
- Work at different work stations as production needs require.
- Maintains staging areas so as to keep traffic lanes open and minimize wasted space. (This includes pallet removal, euro crate breakdown, trash removal, cardboard recycling, and emptying the cardboard crusher when full).

Machine Operator (cont)

- Perform other duties as assigned

POSITION QUALIFICATIONS

Competency Statement(s)

- Accountability - accept responsibility and account for his/her actions.
- Adaptability - adapt to change in the workplace.
- Customer Oriented - take care of the customers' needs while following company procedures.
- Detail Oriented - pay attention to the minute details of a project or task.
- Diversity Oriented - work effectively with people regardless of their age, gender, race, ethnicity, religion, or job type.
- Judgment - formulate a sound decision using the available information.
- Relationship Building - effectively build relationships with customers and co-workers.
- Reliability of being dependable and trustworthy.
- Safety Awareness - identify and correct conditions that affect employee safety.
- Working Under Pressure - complete assigned tasks under stressful situations.

Education

High school education or GED equivalent

Experience

No prior experience necessary

SKILLS & ABILITIES

Computer Skills

Willingness to learn basic computer skills

Other Requirements

Ability to read a limited number of two- and three-syllable words and to recognize similarities and differences between words and between series of numbers. Ability to print and speak simple sentences.

PHYSICAL DEMANDS

Physical Abilities

Stand

C (Constantly)

Lift /Carry

10 lbs or less

F (Frequently)

Walk

F (Frequently)

11-20 lbs

F (Frequently)

Machine Operator (cont)

Sit	N (Not Applicable)	21-50 lbs	F (Frequently)
Handling / Fingering	C (Constantly)	51-100 lbs	O (Not Applicable)
Reach Outward	C (Constantly)	Over 100 lbs	N (Not Applicable)
Reach Above Shoulder	F (Frequently)	Push / Pull	
Climb	N (Not Applicable)	12 lbs or less	F (Frequently)
Crawl	N (Not Applicable)	13-25 lbs	O (Occasionally)
Squat or Kneel	O (Occasionally)	26-40 lbs	O (Occasionally)
Bend	O (Occasionally)	41-100 lbs	O (Occasionally)

N (Not Applicable)	Activity is not applicable to this occupation.
O (Occasionally)	Occupation requires this activity up to 33% of the time (0 - 2.5+ hrs/day)
F (Frequently)	Occupation requires this activity from 33% - 66% of the time (2.5 - 5.5+ hrs/day)
C (Constantly)	Occupation requires this activity more than 66% of the time (5.5+ hrs/day)

Other Physical Requirements

Vision (Near, Distance)

Sense of Sound (85 decibels)

Sense of Touch

Ability to wear Personal Protective Equipment (PPE) (Steel toe shoes, safety glasses, face shield, face mask, cut resistant gloves where applicable, hearing protection)

WORK ENVIRONMENT

This position works mostly in a warehouse setting where temperatures seasonally can reach 90 - 100 degrees Fahrenheit

Employee Signature: _____ Date: _____

Manager Signature: _____ Date: _____

The company has reviewed this job description to ensure that essential functions and basic duties have been included. It is not intended to be construed as an exhaustive list of all functions, responsibilities, skills and abilities. Additional functions and requirements may be assigned by supervisors as deemed appropriate.