



Internal Job Posting

Punch Operator, Level 1-3

Department: Manufacturing

FLSA Status: Non-Exempt

Grade/Level: Employee Development Program

Work Schedule:

Monday - Thursday

6am - 4:30pm

Some scheduled Fridays

6am - 4:30pm

Job Status: Full Time

Reports To: Manufacturing Supervisor

Travel Required: No travel required

Positions Supervised: None

POSITION SUMMARY

Set-up and operate production CNC punch

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
- Produce punched sheet metal parts that meet or exceed quality requirements using a CNC punch press.
- Work with sheet metal group leader and manufacturing supervisor to expedite the flow of material through fabrication.
- Set-up, run, and operate other sheet metal fabrication equipment as needed.
- Read and interpret blueprints.
- Measure sheet metal with specific devices (calipers, protractors, etc).
- Apply touch-up paint as needed, in accordance with the written safety guidelines.
- Communicate operating procedures to co-workers.
- Perform other duties as assigned

POSITION QUALIFICATIONS

Competency Statement(s)

- Accountability - Ability to accept responsibility and account for his/her actions.
- Adaptability - Ability to adapt to change in the workplace.
- Customer Oriented - Ability to take care of the customers' needs while following company procedures.
- Detail Oriented - Ability to pay attention to the minute details of a project or task.
- Diversity Oriented - Ability to work effectively with people regardless of their age, gender, race, ethnicity, religion, or job type.

- Goal Oriented – Ability to focus on a goal and obtain a pre-determined result.
- Judgment - The ability to formulate a sound decision using the available information.
- Relationship Building - Ability to effectively build relationships with customers and co-workers.
- Resilient – Ability to recover from, or adjust to, misfortune or setbacks.
- Reliability - The trait of being dependable and trustworthy.
- Safety Awareness - Ability to identify and correct conditions that affect employee safety.
- Technical Aptitude – Ability to comprehend complex technical topics and specialized information.
- Working Under Pressure - Ability to complete assigned tasks under stressful situations.

Education

High school graduate or GED

Experience

3-6 months related experience

SKILLS & ABILITIES

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

Lift /Carry

Stand	C (Constantly)	10 lbs or less	F (Frequently)
Walk	F (Frequently)	11-20 lbs	F (Frequently)
Sit	O (Occasionally)	21-50 lbs	O (Occasionally)
Handling / Fingering	F (Frequently)	51-100 lbs	N (Not Applicable)
Reach Outward	C (Constantly)	Over 100 lbs	N (Not Applicable)
Reach Above Shoulder	O (Occasionally)		
Climb	N (Not Applicable)		
Crawl	N (Not Applicable)		
Squat or Kneel	O (Occasionally)		
Bend	O (Occasionally)		

Push / Pull

12 lbs or less	F (Frequently)
13-25 lbs	F (Frequently)
26-40 lbs	F (Frequently)
41-100 lbs	F (Frequently)

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, 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.