

## **Progressive Metal Stamping Press Operator**

**Title:** Press Operator 1 and Press Operator 2

**Department:** Production

**Supervisor:** Director of Administration

### **Position Summary:**

A press operator 1 supports production by the correct and safe operation of a minimum of 1 automatic power press. A press operator 2 performs the same responsibilities; however, additional responsibilities include die set up, machine adjustments, and the simultaneous operation of multiple presses.

Press operators support the company quality objectives by complying with Quality System mandates.

### **Essential Job Functions:**

- Operates automatic power press and auxiliary equipment in a safe and correct manner.
- Correctly sets up die in a press making feed and machine adjustments as indicated. (Press Operator 2 only).
- Performs and documents scheduled preventive equipment maintenance. Communicates equipment related problems correctly.
- Identifies, handles, and requisitions raw material.
- Performs and documents required visual and physical quality inspections as indicated by control plan/operator check sheet.
- Reads, interprets, and complies with the Production Work Order.
- Correctly identifies and handles non conforming product.
- Correctly handles finished product and corresponding documentation.
- Complies with all safety programs especially those related to production such as press guarding, lock/out, personal protective equipment, fire and electrical safety, and hearing conservation.

### **Marginal/Less Essential Job Functions:**

- Correctly handles scrap during and after production.
- Keeps work area clean and well organized in a 5S manner.
- Uses computers for data entry in a specified and appropriate manner.
- May assist in the training of other employees as indicated.

### **Job Qualifications and Requirements:**

- Training and Experience:

Ability to read/write basic English and basic math skills equivalent to 6th grade education.  
Work experience with press operation required for Press Operator 2.

- Physical Demands:

The employee is required to stand, walk, pull, and bend to the floor. There is occasional exposure to heavy weights of 25-60 pounds.

- Mental and visual demands:

Visual acuity is required for reading machine dials, work orders, precision measuring instruments and for performing visual/physical quality inspections.

The ability to focus attention is required for the monitoring of machine operation and performing quality inspections.

- Working Conditions:

The employee is exposed to high noise levels from operating machines, physical hazards from moving equipments and machine parts, nuisance dust, and skin exposure to cutting and drawing oils.