

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.