



Job Description – Machine Operator

Purpose & Scope

The purpose of this position is to run molding machines and secondary operations as required. Provide confirmation of product quality and, in some cases, a key part of a single cycle molding operation. This is an hourly position.

Duties and Responsibilities

- Safety is everyone's responsibility
- Inspect parts quality
- Confirm route sheets and work instructions
- Ultrasonic welding
- Heat-staking
- Part assembly and packaging (boxes, bags, labels, sealing)
- Stamp accountability
- Sign daily sheets
- Routine cleaning of machines and work area
- Regular, on-time attendance at work is an essential function of every job at Dymotek
- Additional duties as assigned

Organizational Relationships

Reports to Shift Supervisor. Communicates directly with Material Technicians, Mold Technicians, Process Technicians and Quality Technicians.

Working Conditions

- You are not expected to respond to emails after hours. If emergency arises, and you are asked to respond, you need to be compensated.
- This role is carried out in a manufacturing environment and requires standing for 8 - 12 hours, lifting, turning, twisting, safety gate operation, reaching, pulling, pushing, clutching, and placing.

Education & Training

- Ability to speak, read, and write the English language
- Basic math skills
- Prior manufacturing experience helpful

Technical Knowledge Skills & Experience

N/A

Managerial Skills & Experience

N/A

Special Requirements (Physical, etc)

- Good motor skills are required.
- Lifting an average of 20 cartons a day with a maximum weight of 50lbs.
- This role is carried out in a manufacturing environment and requires standing for 8 – 12 hours, lifting, turning, twisting, safety gate operation, reaching, pulling, pushing, clutching, and placing.

Quality Management System Requirements

- All employees are responsible for knowing the Quality Policy Statement, how their job supports the statement and quality objectives.
- All employees are responsible for product identification.
- Refer to ‘Document/Job Function Matrix’ (a cross reference of all ISO documents with job titles) for specific documents related to their job positions.

This job description has been approved by all levels of management:

Manager or Supervisor_____

Human Resources_____

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Employee Signature_____

Date_____

Employee Name (please print)_____