

<b>Job Title:</b>	Production Setup	<b>Job Category:</b>	
<b>Department/Group:</b>		<b>Department Code:</b>	
<b>Reports to:</b>	Factory Supervisor	<b>Travel Required:</b>	NO
<b>Level/Salary Range:</b>	Labor grade 3	<b>Position Type:</b>	Full-time

### **Job Summary**

Sets up power press and other equipment, straighteners, drill presses and other related production equipment to trim, punch, shape, notch, draw or crimp metal, composite or plastic stock by performing the following duties.

### **Duties/Responsibilities**

#### **DUTIES**

- Installs and aligns dies and other related equipment in press according to job requirements
- Adjusts ram height to individual tool requirements
- Positions work piece against fixtures or stops on machine bed or die
- Responsible for accurate time reporting
- Responsible for keeping work area and machinery clean and in good order
- Ensures all machine safeguarding is in position and working properly before starting production and reports any missing, broken, or malfunctioning safety equipment to the department supervisor so repairs can be made before any production is run on that piece of equipment
- Inspects work pieces for conformance to specifications and adjusts machine to correct errors
- Starts press and observes operation to detect misalignment or malfunction
- Performs daily minor maintenance and quench tank cleaning functions and reports more serious items to supervisor

#### **Other**

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#### **Back Up Duties**

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## Requirements

### Skills

- To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### Mathematical Skills:

- Ability to add, subtract, multiply, and divide all units of measure, using whole numbers, common fractions and decimals. Ability to compute rate, ratio, and percentages and to draw and interpret job required SPC graphs or charts.

### Reasoning Ability:

- Ability to apply commonsense understanding to carry out instruction furnished in written, oral or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

### Certificates, Licenses, Registrations:

- CSI forklift operator certification

### Other Skills and Abilities:

- Ability to keep focused on the job and attention to details

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand, reach with hands/arms, and talk/hear. The employee is occasionally required to walk and sit.

The employee must regularly lift and/or move up to 50 pounds, frequently lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, peripheral vision, and depth perception.

Reviewed By:		Date:	
Approved By:		Date:	
Last Updated By:		Date:	