

## Job Description: Operator

Effective: 05/06/20

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### MINIMUM EDUCATION, TRAINING, AND/OR EXPERIENCE

## o **EXTERNAL CANDIDATE**

- Note: Machine Operator positions are considered entry level; 6 months experience on CNC equipment and/or 1 semester of college level CNC related coursework.
- Basic ability to read, write and follow instructions, assessed through interview process and subsequent onthe-job training
- Physical ability to perform required tasks, (strength, dexterity), assessed through pre-employment interviews and on-the-job training

## o **INTERNAL CANDIDATE**

Same as external candidate

### o **BASIC RESPONSIBILITIES**:

- Follow all safety and regulatory rules
- Familiarity with the QMS requirements
  - Familiar with the Quality Policy Statement
  - Familiar with quality objectives and how they contribute to achieving these objectives
  - Familiar with their relevance and importance of their activities
- Identify product In Process
- Operate manual and CNC machines
- Verify revision level of job specific documents

Date of Revision	Description of Change
05/06/20	Changed the approval from Peter Thermansen to Matt Trusky
05/21/19	Changed company name and logo
06/21/17	Updated the approvals



# Job Description: Operator

Matt Trusky
Director of Engineering

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- Use all required measuring instruments to verify product conformance
- Apply visual standards to verify product conformance
- Interpret and follow process monitoring frequencies and sample size
- Recognize special characteristic symbols and apply related control requirements
- Recognize tool wear prior to adverse affect on product
- Identify and segregate nonconforming product (including suspect product)
- Complete all production and inspection records PDR
- Package and label finished goods when applicable

## o ADDITIONAL, OPTIONAL RESPONSIBILITIES:

- Operate mechanical material handling equipment
- Set-up manual machines with situational approval
- Set-up CNC machines with situational approval
- Change tooling
- Adjust processing equipment
- Routine maintenance
- Select appropriate tooling, gages and fixtures

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