



Quality Aluminum Products Job Description

Job Title: Machine Operator 1 – Entry Level Operator

Department: Production

Reports To: Production Supervisor

FLSA Status: Non-Exempt

Summary: Operates roll forming/fabricating machines such as die cut off presses, and roll forming machines by performing the following duties. This job carries out responsibilities in accordance with the organization's policies. Use of proper tools provided to measure parts to meet production book specifications.

Essential Duties and Responsibilities include the following. Other duties may be assigned.

- Read Machine Book to determine machine adjustments and material requirements.
- Operator can run the machine and keep pace with production schedule. Place the parts in the carton or on the bulk skid.
- Can operate the machine safely, knows how to turn it on, use stop controls and properly lock out. Sets stops or guides to specified length as indicated by scale, rule, or template.
- Focus on part quality, consistent with drawings and characteristics listed in machine books (length/straightness/camber/twist). Knows what a good part and bad part look like, knows how to identify parts for defects.
- Measures product dimensions to determine accuracy of machine operation.
- Performs minor machine maintenance such as oiling machines and coils. Provide lubrication where needed.
- Follows policies and procedures.
- Able to read, write clearly and perform basic math. Interpret written information/production sheets, work order and production schedule.
- Observes safety and security procedures; Reports unsafe conditions; Uses equipment and materials properly as trained.
- Ability to maintain regular attendance at QAP facility.
- Reinforce and maintain a high level of organization and cleanliness by utilizing 5s standards.



Competencies

To perform the job successfully, an individual should demonstrate the following competencies:

Customer Focus

Is dedicated to meeting the expectations and requirements of internal and external customers; gets first-hand customer information and uses it for improvements in products and services; acts with customers in mind; establishes and maintains effective relationships with customers and gains their trust and respect.

Integrity and Trust

Is widely trusted; is seen as direct, truthful individual, can present the unvarnished truth in an appropriate and helpful manner; keeps confidence; admits mistakes; doesn't misrepresent himself/herself for personal gain.

Time Management

Uses his/her time effectively and efficiently; values time; concentrates his/her efforts on the more important priorities; gets more done in less time than others; can attend to a broader range of activities.

Drive for Results

Can be counted on to exceed goals successfully; is constantly and consistently one of the top performers; very bottom-line oriented; steadfastly pushes self and others for results.

Written Communications

Able to write clearly and succinctly in a variety of communication settings and styles; can get messages across that have the desired effect.

Functional/Technical Skills

Has the functional and technical knowledge and skills to do the job at a high level of accomplishment.

Learning on the Fly

Learns quickly when facing new problems; a relentless and versatile learner; open to change; analyzes both successes and failures for clues to improvement; experiments and will try anything to find solutions; enjoys the challenge of unfamiliar tasks; quickly grasps the essence and the underlying structure of anything.



Patience

Tolerant with people and processes; listens and checks before acting; tries to understand the people and the data before making judgments and acting; waits for others to catch up before acting; sensitive to due process and proper pacing; follows established process.

Education and/or Experience

Trade School or High school diploma; and/or 1 month to 1 year of work related experience at Quality Aluminum Products or equivalent combination of education and experience.

Education and/or Experience

Less than high school education; or one month to three months of related experience or training; or equivalent combination of education and experience.

Language/Reasoning Ability/Mathematical Skills

Ability to add, subtract, count in simple units of measurement and or whole numbers. Ability to read, write and speak basic English and interpret documents such as safety rules, operating instructions, and procedure manuals. Ability to fill out production reports and follow production schedules.

Certificates, Licenses, Registrations

May be asked to have a Forklift License to facilitate production. Ability to be certified as a crane operator, forklift and power lock out procedures mastered.

Physical Demands

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. You must notify the company if such accommodations are needed. While performing the duties of this job, the employee is regularly required to stand and/or walk for most of the 8 to 10 hour shift. Must have the ability use hands to handle, lift, grab, pull or feel; reach with hands and arms. The employee is occasionally required to stoop, kneel, and crouch. The employee must regularly lift and /or move up to 35 pounds, frequently lift and/or move up to 50 pounds, and occasionally lift and/or move up to 100 pounds.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. While performing the duties of this job, the employee is regularly exposed to moving forklifts and pallets. The employee is occasionally exposed to hot or cold conditions. The noise level in the work environment is high



and requires the use of hearing protections. We also require steel toed shoes and protective eyewear at all times in the plant.

I understand as written, and I agree to the terms and conditions of this job description. I understand that this job description as well as the employee handbook sets forth the terms and conditions of my employment. I further understand that any violation of the rules or deficiencies in performance may lead to disciplinary action, up to and including discharge. Nothing in this job description is intended to, or shall modify, or alter Quality Aluminum's "AT WILL" employment policy. I also understand that Quality Aluminum may alter this job description or add any duties as necessary.

Employee Signature

Date