

Job: Systems Setup and Tear Down Operator**Reports to:** Plant Manager/Production Supervisor**Revised:** 5/27/20

Summary: STS is responsible for setting up, tearing down, and shipping the systems as assigned by performing the following duties.

Essential Duties and Responsibilities: Including but not limited to the following:

General:

1. Assembles small to medium assemblies and systems with little or no assistance, working off of blueprints.
2. Makes decisions related to the project in conjunction with the engineering group.
3. Able to work 9-10 hour days while systems are being setup.
4. Has a strong understanding of pneumatic processes, and is able to install all types of pneumatic cylinders and hoses with no assistance.
5. Has a strong understanding of electrical processes, and is able to complete basic wiring on machinery with no assistance.
6. Reads and interprets both mechanical and electrical prints. Has the ability to predetermine any problems that may come up and answer any questions with regard to the prints.
7. Offers suggestions for improving the operation of the department.
8. Continuously strives to improve the quality and quantity of work produced.
9. Works well with others to complete the project(s) assigned in the allotted time.

Documentation

1. Provide incremental updates with regard to the assigned project(s) to the Plant Manager or Production Supervisor.
2. Works with other departments to facilitate the completion of system setups.
3. Insures that all activity related to the project is documented accurately. Time cards, job numbers, and rework.
4. Consults with the engineering staff to resolve any problems and to suggest changes for future jobs.

Equipment Operation:

1. Operates drill press, radial drill, bench grinder proficiently observing all safety rules.
2. Use a variety of hand tools; drills, grinders, impact wrench, torque wrench, etc. safely
3. Operates shear correctly with regard to setup, capacity and safety.
4. Operates forklift in a proper and safe manner.
5. Operates overhead cranes in a proper and safe manner.
6. Operates bandsaw correctly and safely using correct speeds and feeds.

Knowledge:

1. Understands and has a working knowledge of the National Electrical Code.
2. Understands and has a working knowledge of basic electricity.
3. Understands the working of electrical devices.
4. Understands and has a working knowledge of basic machine shop practices.

Skills:

1. Is able bend, size and install conduit for new equipment.
2. Is able to correctly size, layout and wire junction boxes.
3. Figures spacers for drive shafts.
4. Installs gearboxes correctly insuring proper oil level and venting.
5. Uses proper fasteners and torque levels for the application.
6. Presses on bearings, bushings, sleeves and hones to size.
7. Installs and adjusts cam follower guides.
8. Installs and aligns sprockets and gears properly with regard to tension, backlash and alignment.
9. Wires and rephases motors.
10. Designs, fabricates and paints brackets for photoeyes, reflectors, encoders, flags, dogs, valves, etc.
11. Is able to rig equipment safely for movement, setup and teardown.
12. Lays out centerlines, correct and square for machined components and system setup.
13. Mounts and wires electrical components correctly using the proper wire size; photoeyes, limit switches, proximity switches, etc.

Responsibilities:

1. Verifies all mechanical and electrical components are supplied by the stockroom. If not a shortage form is filled out and given to the Material Controller.
2. Mounts all components, guards
3. Cleans all grease and oil from the equipment after assembly, setup and teardown.
4. Touches up minor damage to paint with primer and top coat using spray cans.
5. Notifies the paint department when major touch up is required before proceeding with the assembly.
6. Packaging and loading equipment on trucks for shipment.
7. Completion of project(s) before due date. Notifies Plant Manager or Supervisor of any problems that will delay completion.
8. Returns all tools, straps, parts, etc. to the proper storage location.
9. Cleans up area after assembly, setup and teardown.
10. Works with the Engineering group to correct any problems encountered during testing.

Qualification Requirements:

To perform this job successfully, an individual must be able to perform each of the duties 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.

Education and/or Experience:

High school diploma or general education degree (GED); and/or three to five years related experience and/or training; or an equivalent combination of education and experience.

Language skills:

Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write simple correspondence. Ability to effectively present information in one-on-one and small group situations to customers, clients, and other employees of the organization.

Mathematical Skills:

Ability to work with mathematical concepts, fundamentals of plane and solid geometry and trigonometry. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

Reasoning ability:

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions in written, oral, diagram or schedule form.

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.

While perform the duties of this job, the employee is regularly required to stand; walk; use hands to finger, handle, feel objects, tools or controls; reach with hands and arms; climb or balance; and stoop, kneel, crouch, or crawl. The employee frequently is required to talk or hear. The employee is occasionally required to sit.

The employee must regularly lift and/or move up to 70 pounds. Specific vision abilities required by this job include close vision, distance vision, depth perception, and the ability to adjust focus.

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing 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 regularly works near moving mechanical parts and is regularly exposed to vibration. The employee is frequently exposed to the risk of electrical shock. The

employee occasionally works in high precarious places and is occasionally exposed to fumes or airborne particle and toxic or caustic chemicals.

The noise level is usually loud.

Comments:

Must have and maintain own set of tools.

Must have a valid drivers license.