

JOB DESCRIPTION

Position: Machinery Setup Operator/STS (System set up, tear down and shipping)

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

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

General:

- Assembles small to medium assemblies and systems with little or no assistance, working from blueprints.
- Makes decisions related to the project in conjunction with the engineering group.
- The position requires a strong understanding of pneumatic processes and can install all types of pneumatic cylinders and hoses without assistance.
- Understanding of electrical processes and can complete basic wiring on machinery.
- Reads and interprets both mechanical and electrical prints. Has the ability to predetermine any problems that may come up and answer any questions regarding the prints.
- Offers suggestions for improving the operation of the department.
- Continuously strives to improve the quality and quantity of work produced.
- Works well with others to complete the project(s) assigned in the allotted time.

Documentation

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

Equipment Operation:

- Operates drill press, radial drill, bench grinder proficiently observing all safety rules.
- Use a variety of hand tools, drills, grinders, impact wrench, torque wrench, etc. safely
- Operates shear correctly regarding setup, capacity, and safety.
- Operates forklift in a proper and safe manner.
- Operates overhead cranes in a proper and safe manner.
- Operates bandsaw correctly and safely using correct speeds and feeds.

Knowledge:

- Understands and has a working knowledge of basic electricity.
- Understands the working of electrical devices.
- Understands and has a working knowledge of basic machine shop practices.

Skills:

- Ability to bend, size and install conduit for new equipment.
- Can correctly size, layout, and wire junction boxes.
- Figures spacers for drive shafts.
- Installs gearboxes correctly insuring proper oil level and venting.
- Uses proper fasteners and torque levels for the application.
- Presses on bearings, bushings, sleeves, and hones to size.
- Installs and adjusts cam follower guides.
- Installs and aligns sprockets and gears properly regarding tension, backlash, and alignment.
- Wires and rephases motors.
- Designs, fabricates, and paints brackets for photo eyes, reflectors, encoders, flags, dogs, valves, etc.
- Ability to rig equipment safely for movement, setup, and teardown.
- Lays out centerlines, correct and square for machined components and system setup.
- Mounts and wires electrical components correctly using the proper wire size; photo eyes, limit switches, proximity switches, etc.

Responsibilities:

- 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.
- Mounts all components, guards
- Cleans all grease and oil from the equipment after assembly, setup and teardown.
- Touches up minor damage to paint with primer and topcoat using spray cans.
- Notifies the paint department when major touch up is required before proceeding with the assembly.
- Packaging and loading equipment on trucks for shipment.
- Completion of project(s) before due date. Notifies Plant Manager or Supervisor of any problems that will delay completion.
- Returns all tools, straps, parts, etc. to the proper storage location.
- Cleans up area after assembly, setup, and teardown.
- 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 preferred 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 and fundamentals.

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 performing 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 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 noise level is usually moderate.