

Dudek & Bock Spring Manufacturing Company

POSITION: MACHINE ATTENDANT

JOB GRADE: 2

DEPARTMENT: PLANT

CLASSIFICATION: NON-EXEMPT

REPORTS TO: PRODUCTION SUPERVISOR

STATUS: FULL-TIME

POSITION SUMMARY:

Operates various automatic and manual production equipment to bend, form, stretch, grind, notch, or punch metal raw materials into finished or unfinished products as specified by work orders, blueprints, drawings, templates, or layouts. Work is planned and laid out by others and usually involves the use of ordinary materials.

ESSENTIAL FUNCTIONS:

1. Checks work instructions to ensure accurate settings for job.
2. Replaces original collection containers when full.
3. Loads raw material into production equipment (with assistance, if necessary).
4. Monitors the process, records required production and SPC data, and responds to any problems following work instructions.
5. Runs parts into appropriate containers; fills out and provides sufficient container I.D. tags.
6. Uses gauges and calibration tools to track critical dimensions.
7. Visually inspects parts to ensure compliance to specifications.
8. Identifies and removes scrap from machine daily.
9. Checks fluids, oil, and lubrication of equipment per TPM schedule.
10. Accurately completes all daily Production and Quality paperwork in a timely manner.
11. Maintains an organized and neat work station.
12. Prevents damage to the equipment, process, and material.
13. Adheres to all Company safety rules and procedures.
14. Performs to the prescribed standard or rate.
15. Returns all hand tools, gauges, parts, etc. to proper storage areas.
16. Communicates all problems and other work-related issues with supervisor.
17. Receives, understands, and follows all written and oral instruction.
18. Complies with all Company policies and procedures including safety and attendance requirements.
19. Resolves day-to-day issues by working effectively with others.
20. Performs other duties required to meet Company needs as assigned by supervisor.

COMPETENCY REQUIREMENTS

1. Ability to read, write, communicate, and understand instruction in English.
2. Ability to measure parts by using tools, gauges, and quality instruments.
3. Basic math skills including addition, subtraction, multiplication, and division.
4. Ability to follow written and verbal instruction.
5. Ability to make some judgement and/or minor decisions.
6. Requires frequent attention, repetitive work, and some checking of the process and the product.

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MINIMUM EDUCATIONAL REQUIREMENTS

1. High school diploma or equivalent.
2. In-house training on all assigned machinery and equipment.

MINIMUM PHYSICAL REQUIREMENTS

1. Ability to use hands 100% of the workday.
2. Ability to stand and/or walk 100% of the workday.
3. Ability to bend, stoop, and/or twist 50% of the workday.
4. Ability to exert physical force to push, pull, lift, and/or carry 40 pounds occasionally.
5. Ability to work in a shop environment - continuous exposure to potentially hazardous metal working machinery and equipment, loud noises, dust, oils and solvents.