



JOB DESCRIPTION: AUTOBAR SET-UP OPERATOR

Desired Expertise: Three (03) years set-up and operating experience on Acme-Gridley Automatic Screw Machines.

Minimum Education: High School Diploma or G.E.D., and successful completion of Air-Way training program.

Location: Hamilton, IN & Olivet, MI

Employment Type: Full-Time, Non-Exempt

Work Schedule: Regular work schedule may vary depending on shift and overtime requirements.

- 1st shift regular hours are 7:00 a.m. – 3:30 p.m. (Monday – Friday)
 - May be required to start as early as 5:00 a.m. or additional hours past 3:30 p.m. as necessary.
- 2nd shift regular hours are 3:30 p.m. – 12:00 a.m. (Monday-Friday)
 - May be required to start earlier in the day, or work additional hours past 12:00 a.m. as necessary
- Must be able to work weekends as necessary.

Reports to: Production Supervisor / Assistant Supervisor / General Foreman

Supervisory Responsibilities:

- This position has no supervisory responsibilities.

Job Description:

Position Summary: The Autobar Set-Up Operator is required to set up and operate any machine within that classification while producing good parts that will pass inspection.

Essential duties and responsibilities include the following. Other duties may be assigned.

- Practice safe work procedures.
- Follow Air-Way written work instructions and procedures relative to the position.

- Read prints.
- Take measurements.
- Grind and use necessary tools to accomplish set-up on all metal turning machines.
- Perform re-setup as directed by supervision.
- Perform all facets of the set-up such as changing of cams and gears, collets and pushers, tools and attachments.
- Operation off all Automatic Bar Machine sizes.
- Secure material for production.
- Run required production in good parts that will pass inspection without tool breakage due to carelessness.
- Perform daily servicing of machines in keeping with applicable manufacturers recommended servicing procedures which include but are not limited to insuring that the machine is properly lubricated.
- Complete log sheet for servicing as required.
- Operate up to three (3) machines.
- Train other employees as necessary.
- Understand Company Quality Policy.
- Meet standard production rates established by management.
- Employees in all classifications are encouraged to submit ideas on how to improve processes and procedures.

Qualifications:

To perform this job successfully, an individual must be able to perform each essential duty 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.

Additional requirements:

- Must exhibit basic math and reading skills
- Must be able to multi-task.
- Must be able to comprehend work instructions.
- Work well under time constraints and pressure to meet deadlines.
- Must be able to work in a team environment.
- Must be able to follow direction from supervision.
- Personnel protective equipment is required, including safety-toed shoes or boots.

Physical Demands:

- The majority of time performing this job is spent standing at a machine.
- The employee is frequently required to walk to other machines.
- The employee must have 20-20 or corrected vision to operate machinery, visually inspect parts for non-conformances, and detect correct fitting configurations.
- The employee is required to use hands to finger, handle or feel, and reach with hands and arms.

- The employee must be able to frequently lift up to 50 pounds.
- The employee must be able to bend, push, pull, and turn.

Working Conditions:

- This position works in factory environment that can be oily, noisy, and warm.

Travel Requirements:

- This position has no travel requirements.

Disclaimer:

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. All personnel may be required to perform duties outside of their normal responsibilities from time to time as needed.

Employee Printed Name

Supervisor Signature / Date

Employee Signature / Date