

**1.0 TITLE**

Manual Machine Operator

**2.0 DUTIES AND RESPONSIBILITIES**

Set up and operates manually controlled machines to produce precision manufactured pieces.

Specific responsibilities may include:

- Responsible for accurate, efficient and timely operation of manual machinery.
- Must be aware always of correct orientation of products being placed in manual machines.
- Interprets blue prints, drawings, and working instructions.
- Loads and unloads products.
- Starts and stops cycle of equipment as needed, using buttons and levers.
- Monitors and changes cutting tools.
- Performs basic dimensional inspection of products using scales, micrometers, and calipers.
- Removes metal shavings from equipment in a safe manner.
- Support and participate in FCI's continual improvement program to conform ISO 9001:2015 requirements.
- Comply with Quality Policy and procedures and meeting QMS objectives.
- Other duties as assigned.

**3.0 REQUIREMENTS****3.1 EDUCATION AND TRAINING**

- High School or equivalent preferred.

**3.2 EXPERIENCE**

- 2 -5 years of experience operating similar machines preferred.
- Experience working in an ISO 9001:2015 environment a plus.

**3.3 KNOWLEDGE AND SKILLS**

- Ability to understand and use basic mathematics.
- Ability to understand and interpret blueprints and written specifications.

**3.4 PHYSICAL AND SAFETY**

- Sitting, bending, standing, walking, 8-10 hours per day.
- Able to lift 50lbs. (may be different for office /administrative employees).
- Must comply with all safety and PPE requirements.

- Exposure with production environment

#### **4.0 OTHER**

- Detail oriented.
- Produces error-free work.
- Works with minimal supervision.