

**1.0 TITLE**

Saw Operator

**2.0 DUTIES AND RESPONSIBILITIES**

Perform those duties assigned by the Saw Yard Supervisor while conducting the following operations in the saw yard: cutting, material issuance, raw material receiving and maintaining material identification and traceability while processing material to support customer order requirements.

- Conduct raw material inventories to ensure the quantity of raw material in stock inventory agrees with that which is reflected by the system database.
- Process material cutting and issuance tickets along with material receipts into raw material inventory.
- Verify material identification during material cutting operations to ensure material traceability is maintained during all saw cutting operations.
- Receiving raw material.
- Perform all cutting operations with the use of a cut ticket to ensure that a record is maintained to record the process operations required for each order and also maintain material traceability.
- Attend training scheduled for the saw yard operators on the use of equipment in this area.
- Attend saw yard operators training for those material procedures which govern the activities being conducted in this area of the forge shop operation.
- Ensure cut tickets are completed for each material order being cut as defined on the cut ticket prior to forwarding to the file.
- Other duties as assigned.

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

- High School Diploma preferred but not required.

**3.2 EXPERIENCE**

- Manufacturing and documentation preferred.
- Ability to handle multiple tasks.
- Familiarity with manufacturing documents.
- Good written and verbal communication skills.
- Detail oriented.
- Experience working in an ISO 9001:2015 environment a plus.

**3.3 KNOWLEDGE AND SKILLS**

- Ability to communicate effectively with team and management.
- Flexible, self-starter with a good attitude.

- Attention to detail.

### 3.4 PHYSICAL AND SAFETY

- Sitting, bending, standing, walking, 8-10 hours per day.
- Able to lift 25lbs. (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.