

	Document Number	Document Description	Revision	Rev. Date
	HR-JD-ASSEMBLY OP	Job Description for Assembly Operators	B	11/29/2015



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**Title: Assembly Machine Operator**

**Reports to:** Area Supervisor

**Job Purpose:** Ultimately responsible for operating hand operated metal stamping presses and other duties required in the Assembly department.

**Key Responsibilities and Accountabilities:**

- Reviews job traveler and part drawings to accurately produce parts
- Makes all required quality checks during production to ensure parts are produced to required dimensions and conform to all specifications.
- Completes all job related paperwork and production reporting to accurately record part quantity and scrap
- Operate material handling equipment including forklifts, pallet jacks, etc. to move raw material and parts as needed
- Maintains an organized, clean and safe work area using 5S guidelines and safety standards
- Complies with all environmental safe practices and regulations
- Performs other related duties as assigned or requested.

**Qualifications:**

- High school diploma, GED, or equivalent work experience
- Previous experience in a manufacturing environment preferred
- Must be able to lift 25 lbs, stand for long periods of time, and perform repetitive motions
- Must be able to follow all safety and quality procedures

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