

Job Description

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Position Title:	Machine Operator
Reporting Relation:	Plywood Mill Supervisor
Job Family:	Production, Level 2 (P2)
Classification:	Non exempt
EEO-1 Category:	Operatives

Position Purpose: Set-up, run and trouble shoot various machines in the plywood mill room.

Required Education:
High School diploma or equivalent

Required Knowledge, Skills, and Competencies:

The duties listed in this job description are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

- Accurately use tape measure, caliper and other measuring equipment
- Ability to enter and verify information in various menus on a computer
- Ability to read and understand required internal paperwork and documentation
- Work with others as part of a team
- Knowledge of quality criteria

Essential Functions

The job duties listed below are the fundamental job duties of this position. Failure to perform any one of these duties would substantially alter the nature of the position.

- Regular and on-time attendance for full shift schedule
- Load and unload plywood sheets and parts
- Set-up machines, run tests, troubleshoot and make adjustments accordingly
- Enters programs and downloads information onto computer.
- *Operates forklift*
- Sort and size wood to organize workflow.
- Reads and understands GreenBar information.
- Complete required paperwork accurately.
- Rotate to other production positions as needed

Marginal Functions

- Clean the work area
- Get supplies
- Train others
- Attend team meetings and training sessions
- Work with others as part of a team
- Make suggestions for improvement to processes

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Stand and walk continuously
- Use hands to finger, handle, or touch continuously
- Repetitive rotation and flexation of wrists to apply force
- Rarely reach above shoulders
- Rarely stoop, kneel, crouch, or crawl
- Occasionally talk or hear to communicate with coworkers
- Lift up to and including:
 - 75 pounds frequently
 - 110 pounds occasionally

Vision Requirements:

- Clear vision at 20 inches or less
- Ability to observe an area that can be seen up and down and to the left and right while eyes are fixed on a given point
- Three dimensional vision, ability to judge distances and spatial relationships
- Ability to adjust focus

Tools/ Equipment Used

- Mill room machines
- Forklift
- Scissors lift
- Tape measure
- Caliper
- Square
- Hand carts
- Computer
- Wrenches
- Saw blades

Protective Clothing Required

Hearing protection is required

Safety glasses are required in all production areas

Gloves may be required for some tasks

Dust masks may be used based on employee preference

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is exposed to vibration. The employee works near moving mechanical parts and is rarely exposed to risk of electrical shock. There are airborne particles present, but not to the extent of being disagreeable. The noise level in the work environment ranges from loud to very loud.