



## Machine Operator – Handles & Accessories

**VALUE STREAM / DEPARTMENT:** Made to Order Value Stream

**STATUS & PAY CLASS:** Full Time - Hourly / Non-Exempt

**SHIFT:** 3<sup>rd</sup> Shift (10% Shift Differential) / Overtime May Be Required

**WORK SCHEDULE:** Sunday – Thursday 11:00pm – 7:00am  
*Alternative work hours may be considered, if applicable*

**Training Schedule** Monday – Friday 7:00am – 3:30pm

**WAGE RATE:** \$18.00 to \$32.05

*Starting wage is negotiable based on previous knowledge/experience*

**POSITION SUMMARY:** This position is responsible for producing a variety of high-quality handles and accessories for the gage industry.

### Essential Job Functions

As a machine operator in the Made to Order Value Stream, you will be trained and responsible for the setup, operation, and troubleshooting of various CNC lathes, bar feed, facing and polishing equipment, as well as 3D printing equipment in the production of gage handles and accessories.

Your job functions include:

- Producing quality Handles, which meet the established B47.1 standard.
- Monitoring part conformance and adjusting manufacturing equipment accordingly to maintain production flow.
- In process and final inspection of all manufactured product before and after anodizing.
- Perform packaging and administrative duties associated with preparation of products for shipping.
- Responsible for remaking and/or reworking product that does not meet required specifications.
- Maintaining established production levels for all operations performed
- Will be required to perform basic data entries using company ERP programs on daily basis

Follows all company policies, ergonomic standards, and safety requirements

Perform other duties as required:

- 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

Regular and on-time attendance is required.

- Be at work on time when scheduled to work, and remain at work throughout the established work schedule

### Qualifications

#### REQUIRED

##### **Education:**

- High school education required or an equivalent of education and experience from which.

comparable knowledge and abilities can be acquired.

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## Qualifications Continued

**Experience/Skills and/or years of specific experience:**

- Ability to read, write and perform basic mathematical functions in the areas of fractions, decimals, metrics, conversions, as well as working knowledge of basic geometry and trigonometry.
- Mechanically inclined, preferred.
- Ability to perform basic computer skills and the ability to operate in a Windows and non-Windows format.
- Ability to establish and maintain a professional and effective working relationship with co-workers and other employees at all levels in the organization.
- Effective oral communication skills to interact with employees at all levels of the organization.
- Ability to conduct assigned tasks and projects to their completion with minimal supervision.
- Ability to work independently and with multiple tasks.
- Ability to work within an atmosphere of continuous improvement and teamwork.
- Quality oriented with attention to details
- Familiarity with LEAN principals and waste elimination are a plus.
- Must be 18 years of age.

**Additional Requirements:**

- Employment is contingent upon satisfactory completion of criminal background investigations as well as passing a post-offer, pre-employment drug screen.

## Tools & Equipment Used

While acting as a Made to Order (MTO) Machine Operator the employee will be expected to use the following machinery and/or equipment:

- Swiss turn lathe
- 3D Printers
- AutoDesk Fusion 360
- Facing/sanding equipment
- Polishing equipment
- Computer
- Frequent use of:
  - Micrometers
  - Calipers
  - Fixed limit gaging

## Work Environment

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- This position is subject to Vermont Precision Tools' Drug and Alcohol-Free Workplace Program.
- Works within the Operations Division of Vermont Precision Tools at the Swanton Vermont Manufacturing Facility and reports directly to the Made to Order Team Leader/Managers.
- The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.
- The warehouse and manufacturing work environment may require the employee to be exposed to adverse conditions:
  - Noise
  - Dirt/dust/odors/fumes/mists/vapor
  - Industrial fluids/chemicals (Coolants, oils, etc.)
  - Areas requiring attention to safety procedures when exposed to that area.

**Physical Demands****Identify physical demands typically encountered and reasonably anticipated in this position.**

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



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<b>Physical Requirement</b>	<b>P</b>	<b>O</b>	<b>F</b>	<b>C</b>	<b>Physical Requirement</b>	<b>P</b>	<b>O</b>	<b>F</b>	<b>C</b>
Sitting		X			Distinguishing colors		X		
Standing				X	Communicating through writing		X		
Walking			X		Communicating through speech			X	
Climbing while balancing (Step stool/ladders)		X			Lifting/carrying 10-25 pounds			X	
Squatting/kneeling/crawling		X			Lifting/carrying 26-50 pounds		X		
Use of feet (Foot pedals while balancing- flexion)	X				Lifting/carrying >50 pounds		X		
Foot Action (Standing on elevated lift platform)				X	Pushing/pulling			X	
Repetitive use of fingers (picking, pinching)			X		Handling (holding, grasping, gripping)			X	
Keying/Typing		X			Bending or twisting (at waist level)			X	
Feeling (Perceiving attributes of objects)		X			Reaching to side (Side bend)			X	
Hearing conversations or sounds			X		Reaching above shoulder level		X		
Seeing objects at a distance		X			Neck flexion/extension (chin to chest/chin away from chest/body)		X		
Seeing objects peripherally		X			Neck Twisting (side to side)			X	
Seeing close work			X		Repetitive wrist motion (flexion/rotation)			X	
Reading		X			Overnight travel				
Other: (Please list and describe)									

Mark each of the above physical actions with the rating that best matches the expectations of the position, based on a week's time period, using the following scale:

**P:** *Present (Less than 1% of the time), but may or may not be essential to the position*

**O:** *Occasionally (up to 33% of the time) and essential to the position.*

**F:** *Frequently required (over 34-66% of the time) and essential to the position.*

**C:** *Continuously required (over 67-100% of the time) and essential to the position.*