



## Machine Operator

<b>VALUE STREAM / DEPARTMENT:</b>	Medical Value Stream
<b>STATUS &amp; PAY CLASS:</b>	Full Time - Hourly / Non-Exempt
<b>SHIFT:</b>	2nd Shift (10 % shift differential) / Overtime May Be Required
<b>WORK SCHEDULE:</b>	Monday – Friday, 3:00pm – 11:30pm <i>Alternative work hours may be considered, if applicable</i>
<b>WAGE RATE:</b>	\$18.00 to \$32.05 <i>Starting wage is negotiable based on previous knowledge/experience</i>
<b>POSITION SUMMARY:</b>	As a machine operator you will be responsible for producing precision medical burr blanks within the Medical Value Stream.

### Essential Job Functions

As a machine operator in the Medical Value Stream, the employee will be trained and responsible for the setup, operation, and troubleshooting of manual grinding and/or CNC grinding equipment to produce high quality precision ground medical burr blanks for the medical device industry.

Job functions are as follows:

- Understanding basic CNC programming in order to utilize existing programs for setting up production runs and making modifications if necessary. Will be required to perform basic data entry functions.
- Operating manual tool grinders, disk grinders & centerless grinders
- Operators will be knowledgeable of and expected to utilize measuring equipment to inspect the product they produce to ensure accurate diameter tolerances
- Responsible for various plate and final straightening processes
- Must be able to monitor part conformance and adjust manufacturing equipment accordingly based on blueprint specifications or work order instructions
- Responsible for maintaining established production levels for all operations performed
- Responsible for maintaining quality production in accordance with company standards
- Responsible for remaking and/or reworking product that does not meet required specifications
- Will be required to input basic data entries using internal computer program 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



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**REQUIRED**

## Qualifications

### **Education:**

- High school education required or an equivalent of education and experience from which comparable knowledge and abilities can be acquired

### **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 written and/or oral communication skills to interact with employees at all levels of the organization
- Ability to carry out 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 Medical Value Stream Machine Operator the employee will be expected to use the following machinery and/or equipment:

- Cut-off Machines
- Disc Grinders
- Bench Grinders
- OD Grinders
- Centerless Grinders
- EDM Drilling Machines
- CNC Multi-Axis Peel Grinders
- CNC Multi-Axis Notching Machines
- Computer
- Frequent use of the following measuring equipment:
  - o Micrometers and Indicating Micrometers
  - o Calipers and Dial Indicators
  - o Super Micrometers
  - o Laser Micrometers
  - o Optical Comparators
  - o Computer Controlled Vision System
  - o Fixed Limit Gaging

### Work Environment

- 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 Medical Team Leader/Value Stream 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:
  - o Noise
  - o Dirt/dust/odors/fumes/mists/vapor
  - o Industrial fluids/chemicals (Coolants, oils, etc.)
  - o 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



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- Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions

**Physical Demands Continued**

Physical Requirement	P	O	F	C	Physical Requirement	P	O	F	C
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	X			
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.