



Machine Operator

VALUE STREAM / DEPARTMENT: Made to Stock Value Stream

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

SHIFT: Shift (10% shift differential) / Overtime May Be Required

WORK SCHEDULE:

Alternative work hours may be considered, if applicable

WAGE RATE: \$18.00 to \$31.30

Starting wage is negotiable based on previous knowledge/experience

POSITION SUMMARY: A Machine Operator in the Made to Stock Value Stream is responsible for producing a wide variety of precision gage pins in varying tolerances, materials and/or finishes.

Essential Job Functions

As a machine operator, in the Made to Stock Value Stream, the employee will be trained and responsible for the setup, operation, and troubleshooting of a variety of grinding machines and manually operated equipment to produce accurate, close tolerance pin gages.

Job functions are as follows:

- Producing gage pins holding diameters at close tolerances ranging from .00001” to .0002”
- Maintaining surface finish of diameters at very close micro-finish
- Operators will be knowledgeable of and expected to utilize measuring equipment to inspect the product they produce to ensure accurate diameter tolerances
- Must be able to monitor part conformance and adjust manufacturing equipment accordingly
- 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 products that do not meet required specifications
- Will be required to input basic data entries using internal computer 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



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Qualifications

REQUIRED

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 principles 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 Stock Machine Operator the employee will be expected to use the following machinery and/or equipment:

- Centerless Grinding Machines
- Bench Grinders
- Cut-off Saws
- Lapping Equipment
- Surface Grinders
- Chamfer Grinders
- Sanding Equipment
- Computer
- Frequent use of the following measuring equipment:
 - o Micrometers, super micrometers, indicating micrometers
 - o Dial indicators and calipers
 - 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 MTS 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
- Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions



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Physical Demands Continued

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