

Punch Press Operator

Job Title:	Punch Press Operator	FLSA Status:	Non-exempt
Department:	Production	Reports To:	Production Supervisor
Prepared By:	Rich Neubauer	Prepared Date:	12/1/2019
Approved By:		Approved Date:	

Summary

With readily available supervision and technical guidance, operate punch presses and other manufacturing equipment, of moderate difficulty, to safely perform operations on a variety of parts. Following general instructions, simple drawings or templates, Operators are required to feed and control operation of the machine, check product against standards for conformance to specifications and detect faulty operation of machine or auxiliary equipment. Work may include some set up under supervision and does not include complex compound or progressive dies.

Job Duties and Responsibilities

1. Operate machines or assembly equipment to make parts or products.
2. Maintain Rotation Engineering and customer quality standards.
3. Training new employees on proper procedures and techniques.
4. Final packaging of products for shipment.
5. Serve on special project teams (Kaizen, 5S etc.).

Additional Job Duties and Responsibilities

6. Measure and visually inspect products for surface and dimension defects in order to ensure conformance to specifications, using precision measuring instruments.
7. Position and secure inserts, hand loads and work pieces on machines.
8. Read work orders, work instructions, formulas, or processing charts.
9. File, deburr, sand, grind, or polish metal or plastic objects.
10. Maintain production documentation.
11. Fill in appropriate information on labels and associated documentation needed on products when necessary
12. Perform re-work duties as assigned.
13. Relieve other operators for breaks as needed.
14. Must be able to perform repetitive tasks.

General Duties and Responsibilities

- Report to work as scheduled.
- Participate in continuous improvement projects.
- Maintain a positive and safe working environment for all employees.
- Conduct self and perform assigned work in a safe manner, following approved safety procedures at all times.
- Report immediately to supervisor/lead/manager any and all problems, which may affect safety, equipment, tooling, part quality or the effectiveness of the Quality Management System.
- Maintain a neat and orderly work area at all times.
- Other duties as assigned by supervisor.

Education and/or Experience

- High School diploma or equivalent.
- Experience: 3 months of general manufacturing

Qualifications

Core Values

- Exemplify Rotation Engineering Core Values:
 - a. **Integrity:** *We have strong moral principles which drive us to “do the right thing” for our customers and one another.*
 - b. **Above and Beyond:** *We are motivated and committed to doing not just what is required, but what is needed. We strive to exceed expectations!*
 - c. **Customer-Driven:** *We think like our customer and make decisions with their satisfaction being the goal.*
 - d. **Attitude is Everything:** *We use an enthusiastic and energetic approach to meet challenges with a willing and positive attitude. “Let’s do it!”*
 - e. **Team First:** *We work together for the betterment of the company, respecting each other’s roles and abilities while always doing our individual best for the collaborative success of the team.*

Knowledge:

- **Production and Processing** – Knowledge of production processes, quality control, costs, and other techniques for maximizing the effective manufacture and distribution of goods.
- **Mechanical** – Knowledge of machines and tools, including their designs and uses. Tools/Equipment Used: Punch Presses, drill presses, tapping machines, spot-welders, pem insertion machines, hand drill, pallet jacks, weigh scales
- **Inspection** – Knowledge of inspection equipment including the use of: Micrometer, caliper, dial indicator, height gauge, protractor.
- **Mathematics** – Knowledge of basic math and their applications.

Skills:

- **Operation and Control** – Controlling operations of equipment or systems.
- **Active Listening** – Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times.
- **Monitoring** – Monitoring/Assessing performance of yourself, other individuals, or organizations to make improvements or take corrective action.

Abilities:

- **Manual Dexterity** – The ability to quickly move your hand, your hand together with your arm, or your two hands to grasp, manipulate, or assemble objects.
- **Multi-limb Coordination** – The ability to coordinate two or more limbs (for example, two arms, two legs, or one leg and one arm) while sitting or standing. It does not involve performing the activities while the whole body is in motion.
- **Near Vision** – The ability to see details at close range (within a few feet of the observer) to ensure part quality meets customer requirements. Specific vision abilities required by this job include close vision and color vision.
- **Static Strength** – The ability to exert maximum muscle force to lift, push, pull or carry objects. The employee must frequently lift and/or move up to 25 pounds, and occasionally lift and/or move up to 35 pounds.
- **Trunk Strength** – The ability to use your abdominal and lower back muscles to support part of the body repeatedly or continuously over time without 'giving out' or fatiguing.

Physical Demands

While performing the duties of this job, the employee is frequently required to sit; talk or hear; and use hands to handle, or touch objects or controls. Performs repetitive motion of fingers, hands, wrists, arms, shoulders and upper body while stacking, jogging and feeding product into presses. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

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.

Employee Acknowledgment _____ Date: _____

The above statements reflect the general details necessary to describe the principle functions of the occupation described and shall not be construed as a detailed description of all the work requirements that may be inherent in the occupation.