

Punch Press Set Up / Operator

Job Title:	Punch Press Set Up / Operator	FLSA Status:	Non-exempt
Department:	Production	Reports To:	Production Supervisor
Prepared By:	Rich Neubauer	Prepared Date:	10/8/2019
Approved By:		Approved Date:	

Summary

This position is responsible for setting up and operating a variety of punch presses to safely produce metal stampings that meet internal and external quality requirements utilizing complex progressive tools, compound blanks, transfer tools and short run temporary tooling in punch presses ranging in capacity from 45 ton to 400 tons.

Job Duties and Responsibilities

1. Properly set safety equipment in and around the press.
2. Set-up and troubleshoot tooling that includes progressive dies, stage tooling, and short run temporary tooling.
3. Set-up and use coil handling equipment, such as servo feeds, automatic straighteners and cradle or reel unloaders.
4. Perform first and last piece inspection.
5. Start production operators on jobs, checking that all safeties are in place and properly adjusted.

Additional Job Duties and Responsibilities

6. Observe machine operation to detect product defects or machine malfunctions.
7. Perform minor machine maintenance such as cleaning and oiling of machines.
8. Perform preventative maintenance as specified, and document as required.
9. Set-up secondary manufacturing machines or assembly equipment to make parts or products to specification – (tapping, countersinking, riveting, etc.).
10. Accurately complete production documentation in a timely manner.
11. Measure and visually inspect products for surface and dimensional defects to ensure conformance to specifications, using precision measuring instruments including micrometers, calipers, protractors, indicators, and height gauges.
12. Train new employees on proper procedures and techniques.

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 Rotation Operating 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
- 2+ years of setting up progressive and/or stage tooling in mechanical punch presses with capacities ranging from 45 ton to 400 ton
- Verifiable experience inspecting product using precision measuring tools (calipers, height gauges, micrometers)

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, Skills and Abilities

Knowledge:

- **Production and Processing** – Knowledge of production processes, quality control, costs, and other techniques for maximizing the effective manufacture and distribution of goods.
- **Mechanical** – Experience setting up complex dies in punch presses with capacities ranging from 45 ton to 400 ton. 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 shop math and their applications.

Skills:

- **Operation and Control** – Controlling operations of equipment or systems.
- **Quality Control Analysis** – Conducting tests and inspections of products, services, or processes to evaluate quality or performance.
- **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.
- **Critical Thinking** – Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.
- **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.