

### Tumble/Deburr Operator

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Job Title:	<b>Tumble/Deburr Operator</b>	FLSA Status:	Non-exempt
Department:	Production	Reports To:	Production Supervisor
Prepared By:	Rich Neubauer	Prepared Date:	12/16/2019
Approved By:		Approved Date:	

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#### Summary

This position is responsible to complete tumble/deburr in-process and/or finished parts by operating such equipment as vibratory machines, hand grinders, Timesaver, etc.

#### Job Duties and Responsibilities

1. Select, adjust, and change the quantity and/or type of deburring media as well as cleaners such as water and/or soap to ensure deburring meets company and drawing specifications.
2. Load and unload product to be deburred from tumble deburring machines and inspect deburred parts to ensure conformance to quality specifications, by touch, as well as visually.
3. Set-up and operate Timesaver.
4. Perform daily maintenance of machines used in the tumble/deburr operations.
5. Pull laser blanks from sheet and deburr/grind as needed.

#### Additional Job Duties and Responsibilities

6. Read job card to determine the deburring requirement from the sequence of operations.
7. Maintain a clean and organized work area.
8. Cross-train and support other areas as requested.
9. Maintain production documentation.
10. Fill in appropriate information on labels and associated documentation needed on products when necessary.
11. Perform re-work duties as assigned.
12. Relieve machine operators for breaks as needed.

#### 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, 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** - Tools/Equipment Used: Vibratory Tumbler, Timesaver, spin dryer, hand grinder, 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

- Lift up to 50 pounds occasionally.
- Lift up to 35 repetitively.
- Perform repetitive work.
- The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

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.