



Title: Machine Operator	Date: June 2020
Department: Machine Operations	Reports to: Shift Supervisor
FLSA Status: Non-Exempt	Performance Review: Annual
Work Schedule: 40 hours	Job Status: Full Time
JOB SUMMARY	
The Machine Operator keep each of their multiple machines running and ensuring components are within their specifications of quality and print.	
RESPONSIBILITIES	
<ul style="list-style-type: none"> • Oversee the production of machining parts per customer’s specification and quality standards • Operate multiple Mazak/Swiss machines • Communicate with supervisor and peers on jobs • Fill way oil • Complete and submit stock sheet for job running • Mop floors and clean area • Clean out machines • Maintain the machines, oil, coolant, chip barrels • Program, offset, and change tools • Other duties as assigned 	
REQUIREMENTS	
<ul style="list-style-type: none"> • Good math aptitude • Able to read and understand blueprints • Comprehend reading and using gages • Multitask, manage multiple machines • Critical thinking • Ability to effectively communicate with all levels within an organization 	
EDUCATION & EXPERIENCE	
<ul style="list-style-type: none"> • High School Diploma • 0-1 year experience a production environment 	
PHYSICAL DEMANDS	
<ul style="list-style-type: none"> • 100% of standing, walking • 40 lb lifting, pushing, pulling 	

GMI Guiding Principles
Fosters a culture which aligns with the overall goals and values of the GMI Guiding Principles
<ul style="list-style-type: none"> • Honest & Ethical – Do the right thing; do things right • Quality is not just a word, it’s the way we do business • Know your priorities • Do what you said you were going to do • Win & lose as a team



Reasonable Accommodations Statement

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable Accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

This job description is designed to provide guidelines and direction for accomplishing company, departmental, and individual goals and objectives. It covers the essential responsibilities and activities involved in the effective execution of this position. It is not meant to be all-encompassing or all-inclusive. All job duties and responsibilities must be performed within the guidelines of the GMI Corp Employee Handbook as well as established policies and procedures.

I have read and understand the components for this position. I also understand that this document will be used as a baseline for my performance evaluations.

Signature / Date

Printed Name