



C-Axis, Inc.
Job Description

Job Title: Machine Operator 1
FLSA Status: Non Exempt
EEO: Entry Level

Reports To: Tech Production Supervisor
Department: Shop
Date Revised: September 2014

Summary: The employee will be mainly responsible for operating machines and equipment used in the manufacturing of precision products and will work with other employees to effectively meet or exceed expectations for product quality and production rates.

Essential Duties and Responsibilities including, but not limited to, the following:

1. Effectively operate machines as assigned in designated area
2. Effectively operate processes as assigned in designated area
3. Execute standard de-burring and hand work
4. Ability to understand and follow SOP work instructions
5. Ability to use SPC/SOP software to collect and record measurements
6. Track efficiencies and report issues to appropriate department
7. Perform inspection to ensure product quality per Print/SOP specifications
8. Meet efficiency and scrap goals
9. Perform preventive maintenance
10. Ability to maintain a clean and organized work area
11. Record time accurately on a daily basis
12. Work under minimum supervision
13. Develop and manage special projects as assigned by management.

Supervisory Responsibilities:

This position does not have supervisory responsibilities but needs to interact and communicate effectively and on time, with other employees and management to inform matters of importance.

Core Competencies:

1. Company Ambassadorship
2. Integrity, Ethics, Confidentiality
3. Quality Oriented
4. Results Oriented
5. Customer Focus
6. Cost Conscious
7. Collaboration/Teamwork
8. Creativity and Innovation
9. Initiative/Adaptability
10. Learning Orientation

Job Competencies:

To perform the job successfully, an individual should demonstrate the following competencies:

1. **Adaptability/Flexibility**- Adapts to change, is open to new ideas, willingly takes on new responsibilities to adapt to changing work requirements, handles pressure, and adjusts plans to meet changing needs.
2. **Attendance/Punctuality**- Is consistently at work on time; inform to supervisor any pending task when absent.
3. **Dependability**- Follows instructions, responds to management direction; Takes responsibility for own actions; Keeps commitments; Commits to long hours of work when necessary to reach goals, including commitment to overtime; Completes tasks on time.
4. **Initiative**- Volunteers readily, Undertakes self-development activities; Seeks increased responsibilities; Looks for and takes advantage of opportunities
5. **Organizational Support**- Follows policies and procedures; Completes administrative tasks correctly and on time; Supports organization's goals and values.
6. **Quality**- Demonstrates accuracy and thoroughness; Looks for ways to improve and promote quality; Applies feedback to improve performance; Monitors own work to ensure quality. Adheres to C-Axis Quality Policy.
7. **Quantity**- Meets productivity standards; Completes work in a timely manner; Strives to increase productivity; Works quickly.
8. **Safety and Security**- Observes safety and security procedures; Reports potentially unsafe conditions and situations; Uses equipment and material properly.
9. **Teamwork**- Balances team and individual responsibilities; Exhibits objectivity and openness to others' views; Puts success of team above own interests; Able to build morale and group commitments to goals and objectives; Supports everyone's efforts to succeed.
10. **Technical Skills**- Assesses own strengths and weaknesses; Pursues training and development opportunities; Strives to continuously build knowledge and skills; Shares expertise with others.

Qualifications:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

Education and/or Experience:

- High school diploma or equivalent
- Recommended 1+ years of experience in a manufacturing environment
- Experience in a medical manufacturing work environment preferred
- GMP
- Familiar with inspection equipment (caliper, Vision System, Comparator, micrometer, etc.)
- Demonstrate full understanding of blueprint requirements

Other Qualifications:

- Strong attention to detail and accuracy and ability to detect errors
- Able to work in a regulated industry
- Ability to perform data entry of information fast and error free
- Encourage productive and professional work environment
- Ability to work effectively with all levels of the organization and influence teams to exceed expectations
- Ability to add, subtracts, multiply and divides in all units of measure.
- Ability to read and comprehend simple instructions and memos in Spanish, English is a plus
- Intermediate written and verbal communication skills in Spanish, English is a plus

Physical Requirements:

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 stand for 2+ hour intervals, walk, use hands to handle and feel; reach with hands and arms, bend, crouch, crawl, sit and enter data. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to focus. The employee must occasionally lift and/or move up to 50 pounds.

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. While performing the duties of this job, the employee is regularly exposed to moving mechanical parts, fumes or airborne particles, extreme heat, vibration, loud work environment and cutting fluids.

Employee Name _____

Employee Signature _____

Copy of position job description received on _____