**Universal Industries, Inc.**

**Job Description**

**Job Title:** Laser/Brake Press Operator

**Department:** Press

**Reports To:** Production Supervisor

**FLSA Status:** Nonexempt

**Prepared By:** Human Resource Manager

**Prepared Date:** 06/29/09

**Revised:** 01/12/2017

**Approved By:** General Manager

**Approved Date:** 01/12/2017

**SUMMARY**

Sets up and operates CNC lasers, brake presses, folder to cut, bend, punch, form, arc, or straighten metal plates or sheet metal and structural shapes to blueprint specifications.

Completes daily housekeeping duties to ensure a safe clean work area. Completes all work in a safe manner with quality and productivity in mind by performing the following duties.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. Performs other duties as required.

Excellent attendance/reliability and willing to work overtime when necessary according to the contract guidelines.

Use proper Personal Protective Equipment (PPE).

Keep work area clean, work in safe manner, and comply with plant safety rules and regulations at all times.

Responsible for the quality of parts you produce and responsible for reporting any nonconforming parts to Supervisor immediately.

Complete scheduled work and tasks within time allotted or if unable to, Supervisor must be notified.

Maintains a good working relationship with his/her fellow associates and keeps his/her supervisor advised of all situations within the work area.

Selects programs, makes changes due to material tolerances if necessary, and runs CNC machines (lasers, brake presses, folder, etc.) to produce parts to print.

Responsibilities include multi-tasking daily to make sure that both lasers are running while continuing work on brake presses and folder. Works in a rotation to maintain skills on all programmable lasers, brake presses and folders as required.

Report any machine, tooling, fixture problems to Supervisor immediately.

Recommend proposals for improving products, processes, systems, productivity, and work environment (Continuous Improvement Process).

Responsible for following lockout/tagout procedure.

Participate in required OSHA training and other safety training as required.

Performs work within labor standards for job assignments.

Follows established procedures for accurate inventory control. Selects, positions, and aligns dies in machine ram and bed.

Turns setscrews or bolts to fasten clamp bar that holds die in position.

Turns adjustment screws to set specified pressure of ram and clearance between dies to thickness of metal, as indicated by calibrated scale or feeders.

Lays out or details layout on work stock from blueprints or templates. Positions workpiece manually or with crane, to align layout marks to dies.

Learns and maintains knowledge on CNC machines with automation to run at optimal operation. Starts machine to lower ram or depresses pedal to activate ram that bends or cuts metal.

Sets stops on machine bed and repositions stock to run successive pieces, or to perform multiple operations.

Verifies dimensions of workpiece.

Performs daily maintenance and troubleshoots laser(s)/press(es)/folder(s) to ensure proper performance of machinery.

Operates manufacturing computer system in relation to time card and work order date entry.

Participates in all required rotations to ensure continued cross training for all press department jobs.

Consolidates and combines jobs with similar group codes to eliminate or reduce unnecessary or redundant set-ups.

Maintains acceptable direct labor hours and efficiency percentages. Helps train employees on press department machines as required.

**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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE

Bachelor's degree (B. A.) from four-year college or university; or one to two years related experience and/or training; or equivalent combination of education and experience.

LANGUAGE SKILLS

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, blueprints, written work instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of organization.

**MATHEMATICAL SKILLS**

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.

**REASONING ABILITY**

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

**PHYSICAL DEMANDS** 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.

Involves physical activity, which generally requires a moderate amount of exertion on a regular basis. While performing the duties of this job, the employee is regularly required to stand; use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. The employee is occasionally required to walk and stoop, kneel, crouch, or crawl. The employee must regularly lift and/or move up to 10 pounds, frequently lift and/or move up to 25 pounds, and occasionally lift and/or move up to 50 pounds. Mechanical lifting equipment is available to assist in lifting or moving work pieces. Specific vision abilities required by this job include close vision, distance 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.

While performing the duties of this job, the employee is regularly exposed to moving mechanical parts. The employee is frequently exposed to vibration. The noise level in the work environment is usually loud.

**APPROVED**

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**Employee Date**

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**Department Supervisor Date**

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**General Manager Date**