

Machine Operator I - Coupon (Parker)

Req ID: 20805 - Manufacturing/Warehouse/QA - Full-Time

SHIFT: 2nd Shift

STARTING WAGE: Starting Wage of \$11.50 per hour, commensurate with experience. 2nd shift positions include a 75¢ differential in addition to base pay.

SUMMARY: Operates manufacturing machines such as inserters, folders, stitchers, cutters, bursters, postage meters, and meter bases by performing the following duties.

ESSENTIAL DUTIES AND RESPONSIBILITIES: include the following. Other duties may be assigned.

- Read job specifications to determine machine adjustments and material requirements.
- Sets stops or guides to specified length as indicated by work order.
- Positions workpieces against stops or aligns layout marks with die or blade.
- Observes machines operation to detect workpiece defects or machine malfunction.
- Measures workpiece dimensions to determine accuracy of machine operation.
- Assists other machine operators to set up machine, and stack, mark, pack, and transport finished workpieces.
- Performs housekeeping duties as required on a daily basis.
- Perform duties as required by quality procedures.
- Overtime required as needed.
- Regular and appropriate attendance is expected in this and all other positions at NCP.

QUALIFICATIONS: To perform this job successfully, an individual must be able to perform each essential duty proficiently. 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. Prerequisites for Machine Operator I, II and III are as follows.

EDUCATION and/or EXPERIENCE: High School diploma or general education degree (GED); or one to three months related experience and/or training; or equivalent combination of education and experience. Previous machine operating experience preferred. Basic computer skills, and include NCP Track (if applicable).

Operator Skills:

Primary

Base Inserter
Parker Stitcher
Polar Cutter
Return Inserter
Zip Sort Sweeper

Secondary

Standalone Stitcher
Burster
GBR folder
Challenge Cutter

Machine Operator I:

- 1) Must be able to qualify in 1 Primary Operator Skill and 1 Secondary Operator Skill, and other basic machinery.
- 2) Able to perform manual inserting duties.
- 3) Properly complete required data collection records/forms.
- 4) Pass Batch Balancing, Double Detect, Quality and Hopper Purge qualification tests with an acceptable score.
- 5) Pass certification test.
- 6) Must perform each primary function at least 4 weeks and secondary function at least 1 week every 6 months.

Machine Operator II:

- 1) Proficient as Machine Operator I.
- 2) Must be able to qualify in 2 Primary Operator Skill and 2 Secondary Operator Skill.
- 3) Must perform each primary function at least 4 weeks and secondary function at least 1 week every 6 months.

Machine Operator III:

- 1) Proficient as Machine Operator II
- 2) Must be able to qualify in 4 Primary Operator Skill and 4 Secondary Operator Skill.
- 3) Must perform each primary function at least 4 weeks and secondary function at least 1 week every 6 months.

ADDITIONAL ESSENTIAL DUTIES AND RESPONSIBILITIES: Employees in this position may be asked to perform other duties as assigned within the department or other areas of manufacturing. Conditions which may make this necessary include, but are not limited to, machine down time, work flow/project deadlines, special projects, illness of coworkers or any special situation as determined by managers within the department.

LANGUAGE SKILLS: Ability to read, write, and comprehend simple instructions, short correspondence, and memos. Ability to effectively present information one-on-one and in small group situations.

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 account for all documents processed and shipped.

CERTIFICATES, LICENSES, REGISTRATIONS: None required.

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. While performing the duties of this job, the employee is regularly required to stand; sit; walk; use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. The employee frequently is required to stoop, or kneel. The employee is occasionally required to sit. The employee must regularly lift and/or move up to 25 pounds, frequently lift and/or move up to 75 pounds.

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 and/or airborne dust &/ or paper particles. The noise level in the work environment is usually loud. All employees will be working in a manufacturing production environment. This includes working around various types of mechanical equipment or in areas where industrial lift trucks are used. All work environments that exceed OSHA's standard on noise levels are required to wear the hearing protection that is provided.