

**Uncontrolled
If Printed**

**ALEX PRODUCTS, INC.
JOB DESCRIPTION**

JOB TITLE: Machine Operator

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|--------------|-----------------------|-----------|--------------------|
| DEPARTMENT: | All | DIVISION: | All Business Units |
| PREPARED BY: | K Schumm | DATE: | 12/17/08 |
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| APPROVED BY: | <i>Krissy Liechty</i> | DATE: | 12/17/08 |

JOB FUNCTION:

Operates production equipment by performing the following duties:

ESSENTIAL FUNCTIONS:

- Loads, unloads, assembles and packs parts on and off machines (including but not limited to: benders, robotic welders, resistance welders, presses, assembly equipment and forming machines)
- Gages parts according to Inspection Instructions specifications (visually and using mechanical gages)
- Reads job specifications to determine machine adjustments, material, rack and packaging requirements.
- Completes all necessary paperwork and documentation required for the position (including but not limited to: labels, JQS, PPTS, 5S, Pitchboards, etc).
- Observes machine operation to detect material out of form or machine malfunction.
- Measures weld length and part dimensions to determine accuracy of machine operation.
- Removes burrs, sharp edges, rust, or scale from parts.
- Inspects parts for paint defects.
- Assists others within unit to set up machine, and stack, mark, pack, and transport finished parts.
- Performs 5S duties.
- Operates equipment to achieve efficiency rates.
- Occasional use of pump carts and other devices to move product within the facility.
- Train and mentor new employees or employees new to equipment.
- Communicates and cooperates with other employees in and around cell and/or unit.
- Observes and obeys all safety procedures and policies.
- Suggests and submits continuous improvement ideas in accordance.
- Knows and understands the Alex Products Quality and Environmental Policies and other TS949 and ISO14001 procedures relevant to their job.
- Performs other incidental and related duties as required and assigned.

EDUCATION and/or EXPERIENCE:

Prefer high school diploma or general education degree (GED); or three to six months related experience and/or training; or equivalent combination of education and experience.

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PHYSICAL DEMANDS:

While performing the duties of this job, the employee is regularly required to stand, walk, use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms; and stoop, kneel, crouch, or crawl.

The employee must frequently lift and/or move up to 40 pounds.

Must be able to tolerate cold and hot temperatures when working in winter and summer climates.

MATHEMATICAL SKILLS:

Ability to add, subtract, multiple and divide basic numbers and quantities.

LANGUAGE SKILLS:

Ability to read and interpret documents such as safety rules, operating instructions, and procedure manuals. Ability to complete log sheets and documentation at work station.

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.