



**Position:** Multi-Die Press Operator Level 3

**Status:** Non-Exempt

**Reports To:** Plant Manager

**Dated:** 09/15

**Summary:** The Level 3 Multi-Die Press Operator is a continuation of the Level 2 position. It is achieved when the Level 2 operator has the capability of setting up and/or operating each of the various lines and also the ability to operate related equipment to fabricate defect-free continuous hinges.

**Qualifications:**

- High school education or equivalent.
- Successful Level 2 Multi-Die Press Operator who has mastered the knowledge necessary for assignment to multiple production lines.
- Must be able to read and understand training instructions, job instructions, safety instructions and blue prints, which are provided verbally and in written form in English.
- Ability to apply specific mathematical (addition, subtraction, multiplication, division, fractions, decimals) and mechanical knowledge to manufacturing process.
- Precise inputting skills in computerized production tracking system.
- Ability to successfully complete annual recertification of required skills such as mathematics, inspection, machine usage, data entry, etc.
- Ability to learn new skills, adapt to change and continuously look for improvements to processes.
- Ability to identify defects, analyze cause and resolve; and/or provide accurate information regarding problem to more experienced co-worker.
- Familiar with measuring equipment such as micrometer, gauge, caliper and dial veneer, etc.

**Typical Duties and Responsibilities:**

1. Reviews daily work packet. Checks blue prints and specifications. Obtains dies and tools needed for set up. Inspects die. Reports damage to superiors.
2. Uses hand tools and powered hand tools to insert, set and clamp dies, tools and/or special tooling into place.
3. Loads raw material metal coils. Sets machine speeds according to the specifications that appear on the work order.
4. Tests machine operation; produces and verifies first piece, makes adjustments as needed.
5. Operates any one continuous-run press line and insures raw material is properly uncoiling and, positions and installs replacement coils as needed. Packages finished and semi-finished parts as they exit the final stamping/cutoff operation.
6. Calls for material as needed, setup help, and order pick up using current systems and equipment.
7. Monitors work activities and resolves ordinary production, setup or quality problems. Exercises initiative to correct and prevent quality problems and improve machine efficiency by diagnosing, troubleshooting and making routine repairs as needed. Confers with lead worker and others as needed.
8. Maintains quality and productivity standards. Follows set-up first piece and in process inspection quality procedures. Reviews records, notifies supervisor, or takes corrective action to maintain quality standards.
9. Reports quality and production problems to setup technician and quality team leaders. Uses fixed and adjustable gauges, calipers, and/or a micrometer (along with parts diagram) for continuous quality checks.
10. Performs periodic in-process inspection of parts and prepares inspection records. Performs routine calibration checks on inspection tools.
11. Removes dies using hand and/or power tools; cleans and inspects machine and die. Report malfunctions or damage to supervisor. May deliver die to maintenance. Performs routine maintenance to machine; lubricates dies, checks oil levels, wipes spills, etc.
12. Provides accurate data entry for factory floor data collection system.
13. Keeps scrap separated for accurate scrap records between "setup scrap" and "run" scrap.
14. Operates equipment such as overhead cranes and/or pallet movers. Lifts, moves, and/or handles metal coils, wire spools, parts, and related items. Lifts and moves items following safe lifting practices.
15. Observes safety standards, follows safety rules, wear specified personal protective equipment. Maintains neat work area.
16. Recommends improvements. Participates in training and improvement measures. Reasonable accommodation will be made as needed. Performs other tasks as requested.
17. Complete all paperwork and maintain all files associated with position.
18. Maintain satisfactory attendance.
19. Perform other tasks as assigned by supervisor.

**Physical Requirements**

1. Stamina to work all assigned hours.
2. Standing, walking, bending, stooping and twisting 100% of the workday.
3. Ability to move and handle 50 pound items frequently during the workday.
4. Use of hands 100% of the workday.
5. Ability to see, hear and speak 100% of the workday.
6. Continuous exposure to manufacturing environment; dust, fumes, noise and heat.