

JOB DESCRIPTION: SPECIAL ORDER SET-UP OPERATOR CLASS B

1. IDENTIFICATION

JOB TITLE: Special Order Set-Up Operator Class B
DEPARTMENT: Special Order
SUPERVISOR: Production Manager

2. JOB SUMMARY

Special Order Set-Up Operator Class B manufactures a full range of springs, wire forms, and assemblies as directed by the Class A Set-Up Operator according to customer samples, drawings or specifications for small orders, one-offs or prototypes. The Short Order Set-Up Operator Class B is capable of performing simple set ups and running (or by hand) a wide variety of spring making and machine shop machines.

3. RELATIONSHIPS

Reports to: Production Manager
Supervises:
Works with: Department and Plant Personnel.
External Relationships:

4. AREAS OF RESPONSIBILITY

Duties/Activities Involved

- performs all bench and required machine operations to produce parts to customer specification as directed by the Class A Set-Up Operator.
- records all data necessary for future reference in running parts according to customer specifications.
- performs machine or hand operations as required using variety of spring machinery and devices ensuring standards are met and checking quality of parts as well as ensuring safety precautions are adhered to.
- completes all documentation required to meet quality system standards ensuring Class A Set-Up or Production Supervisor signs off where applicable.

5. JOB SPECIFICATIONS

A. Education Required

- minimum secondary schooling to grade 12 level
- machine shop courses
- IATF 16949:2016 & ISO 9001:2015 (Quality) training

B. Experience Required

- machine shop experience
- some spring making experience preferred

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C. Knowledge and Skills Required

- basic literacy (reading and writing).
- well developed mathematical skills and able to use decimals, algebra, geometry and solve angle problems.
- well developed mathematical skills for checking and recording part dimensions and other necessary data.
- works in compliance with the policies and procedures as detailed in the Quality System Manuals and according to the Quality Requirements by Department.
- job tasks require gross and fine motor dexterity and skills.
- ability to read and interpret drawings in metric standard.
- ability to use testing, measuring and gauging equipment and verify results to part specification recording data on appropriate sheets.
- high level of mechanical ability to use necessary tools and equipment in the manufacturing of product.
- high levels of attention to detail (both visual and auditory) required while running or hand operating machines to ensure parts are manufactured to correct specification and prevent machine malfunction.
- familiarity with a variety of machines and equipment including drill press, lathe, milling machines, grinders, as well as testing equipment (shadow graph etc.).
- knowledge of health and safety precautions necessary when working in and around heavy machinery.

D. Physical Demands

- some standing and walking while working on machines and checking parts.
- sometimes required to lift coils of wire or trays of parts (up to 40 lbs).
- frequently required to remain at one work station when running or hand operating machines.
- involves complex sequences of arm, hand and finger movements when working on machines, performing hand operations, and using tools and equipment.

E. Mental Demands

- intense visual concentration when operating machines to ensure parts are to customer specification.
- sometimes requires judgement and decision making when assessing work in process to ensure parts meet customer requirements and conform to quality requirements.

6. WORKING CONDITIONS

- works mainly in Special Order department and is exposed to noise, dirt, heat, odours and potential hazards from machines which require protective safety clothing.
- possible risk of physical injury when working on or near machines.

7. INITIATIVE (INDEPENDENCE OF ACTION)

The Special Order Set-Up Operator Class B works under the supervision of the Class A Set-Up Operator but is expected to be able to determine if the parts are being produced according to customer

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specification. Refers most problems to Class A Set-Up Operator or Production Supervisor.

8. ACCOUNTABILITY/IMPACT OF ERRORS

Errors in machine or hand operation necessary to product parts or prototypes could result in significant loss of time, money and resources as well as potential loss of business. Failure to ensure safe work methods are adhered to could result in serious injury or accident as well as machine malfunction and breakdown causing significant loss of time, money and resources.

The absence of the Class B Special Order Set-Up Operator would cause minor disruption in the short term as work in progress could be worked on by others in the department or plant. A replacement would be difficult but possible to obtain within or outside the organization.