



Job title	Insert & Cutter Machine Operator
Reports to	Glass Department Manager

Summary

The Insert & Cutter Machine Operator will run Insert or Glass Cutter machines. . Is responsible to operate machinery within a production environment to produce quality products according to work orders, and customer requirements.

Duties and responsibilities

- Operate glass insert and cutter machines according to specifications
- Adept at making machine adjustments as per production demands.
- Provide feedback to Production Manager and other areas regarding potential product and /or process improvements.
- Establish, implement, and ensure compliance to SOP's to guarantee that all products meet established quality criteria.
- Maintains ISO 9001 procedures and work instructions.
- Follows appropriate standard operating procedures (SOPs) as guideline for operating and maintaining equipment.
- Visual inspections of machines for safe operations
- Record material consummation and waste.
- Maintain the work area and equipment in a clean and orderly condition.
- Other duties as assigned.

Competencies

- 1 year experience in a manufacturing environment.
- Ability to work in a fast paced environment.
- Interpersonal Skills – the individual maintains confidentiality, remains open to others' ideas and exhibits willingness to try new things.
- Dependability – the individual is consistently at work and one time, responds to management direction and solicits feedback to improve performance.
- Adaptability - the individual adapts to changes in work environment with ability to deal with frequent change, delays or unexpected events.
- Ability to interface effectively with all levels of staff.
- Must be able to speak, read and write in the English language.

Working conditions

- May be requested to work overtime or weekends for deadlines.

Physical requirements

- The physical environment requires the employee to work both inside and outside in heat/ cold, wet/ humid conditions.

- The person in this position needs to occasionally move about to access productivity machinery.
- Must be able to remain in a stationary position for long periods of time

PHYSICAL DEMANDS ANALYSIS

POSITION: INSERT/CUTTER MACHINE OPERATOR

The physical requirements of the job have been identified below:

N:	Never (0% of the time)	F:	Frequently (34% - 66% or 2.5 – 5.5 hrs./day)
O:	Occasionally (1 – 33% or 2.5 hrs/day)	C:	Constantly (67 – 100% or 5.5 hrs/day)

Activity	N	O	F	C	Activity	N	O	F	C
Sitting		X			Bending at Waist		X		
Standing		X			Squatting		X		
Walking		X			Kneeling/Crouch		X		
Driving Auto or Standard	X				Climbing (Stairs or Ladders)	X			
Extreme Environmental Conditions				X	Crawling	X			
Pushing/Pulling					Lifting/Carrying				
10 lbs. or less		X			10 lbs. or less		X		
11 – 20 lbs.		X			11 – 20 lbs.		X		
21 – 50 lbs	X				21 – 50 lbs.	X			
51 – 100 lbs.	X				51 – 100 lbs.	X			

Indicates B = Both, R = Right, L = Left	B	R	L
Use of upper extremities	X		
Foot Controls			
Handling/Grasping	X		
Keying/Typing		X	X
Reaching Above Shoulder	X		