



Jackson Plant Production Operator (PO)

FLSA Status: Non-Exempt

Reports To: Production Team Leader

TRAVEL: <5%

Direct Reports: None

POSITION SUMMARY

Responsible for performing various manufacturing processes; including safely operating machines, assembly and kit packing, and daily interaction with the ERP system. Ensuring quality and productivity standards are met as well as providing assistance to production team members as needed. Also responsible for maintaining a clean and safe work area. Assist with creating a culture of safety, accountability, and customer first attitude.

Standard Work: 1. Follow PCP for quality and packaging requirements 2. Operate machines and secondary assignments to the quoted cycle time 3. Communicate with Quality Personnel, Process Technicians, and Production Team Leader regarding product quality and job status 4. Count, package, and label product for shipment per customer requirements.

ESSENTIAL DUTIES

- Committed to the Mission of Nicolet Plastics LLC to be our customers' first choice for injection molded and additive components.
- Model and promote the Values of Nicolet Plastics LLC – Committed, Problem Solvers, Integrity, Collaborative.
- Use appropriate PPE at all times, proactively recognize and report safety hazards.
- Reference PCP's and work orders for quality and packaging requirements.
- Measure/Visually inspect parts as specified in the PCP and enter into IQ Inspect as needed.
- Promptly bring awareness to the Process Technicians, Production Team Leader, and Quality Personnel if out of tolerance parts are identified.
- Properly set up weigh scales to ensure part count and inventory accuracy
- Collaborate with Process Technicians, Production Team Leader, and Lead Operator on product quality and job status.
- Count, package, and label products for shipment per customer requirements as defined on the PCP.
- Maintain inventory accuracy by dispositioning carton labels to pallet labels and verifying the box count on the pallet label matches the box count on the pallet.

- Use barcode scanners to scan finished goods and packaging supplies anytime they are moved from one location to another.
- Operate machines and secondary jobs to the quoted cycle time.
- Flexible and willing to move to highest priority jobs in an ever-changing environment.
- Share knowledge with goal of further developing team members to promote a cross-trained and flexible production team.
- Communicate with the prior and following shift to communicate any areas that may require attention during the current production shift.
- Sort parts and perform value added processes during press operation.
- Assist and overlap with other cells as scheduled.
- Maintain a clean and organized work area.
- Other duties as assigned by Lead Operator, Production Team Leader, and/or Plant Leader.

ESSENTIAL DUTIES for Assembly, in addition to PO responsibilities

- Ability to follow assembly schedule, perform work based on priorities, print work orders and labels.
- Inspect parts as specified in the PCP to ensure that parts meet quality specifications.
- Redline PCP's and work orders for changes recommended and communicate to shift leader.
- Inform Production Team Leader / Lead Operator when a deviation is required, applicable to producing parts with the exception of PCP instructions.

EDUCATION AND/OR EXPERIENCE

- High School Graduate or General Education Degree (GED)
- Willing and able to complete all applicable skills as listed within the Current Checklist and/or Production Operator Career Path Plan
- Excellent verbal, written and interpersonal communication skills.
- Perform basic arithmetic calculations.
- Self-directed with ability and willingness to work independently and productively.

COMPETENCIES

- Safety awareness
- Quality orientation
- Adaptability
- Collaborative
- Communication
- Teamwork
- Work Standards

PHYSICAL DEMANDS

While performing the duties of this job, the team member is frequently required to stand for long periods of time; walk, handle tools, or controls; communicate and listen (hear). The team

member is occasionally required to climb or balance. The team member must frequently lift and/or move parts, reports, files, office supplies, etc. weighing up to 40 pounds. Be able to handle, grasp, and perform repetitive motion. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

		Lift/Carry	
Stand	C (Constantly)	10 lbs or less	F (Frequently)
Walk	C (Constantly)	11-20 lbs	F (Frequently)
Sit	O (Occasionally)	21-40 lbs	F (Frequently)
Handling / Fingering	C (Constantly)	41-100 lbs	N (Not Applicable)
Reach Outward	C (Constantly)	Over 100 lbs	N (Not Applicable)
Reach Above Shoulder	O (Occasionally)	Push/Pull	
Climb	O (Occasionally)	12 lbs or less	O (Occasionally)
Crawl	O (Occasionally)	13-25 lbs	O (Occasionally)
Squat or kneel	O (Occasionally)	26-40 lbs	O (Occasionally)
Bend	F (Frequently)	41-100 lbs	N (Not Applicable)

- N (Not Applicable)** Activity is not applicable to this occupation.
- O (Occasionally)** Occupation requires this activity up to 33% of the time (0 - 2.5+ hrs/day)
- F (Frequently)** Occupation requires this activity from 33% - 66% of the time (2.5 - 5.5+ hrs/day)
- C (Constantly)** Occupation requires this activity more than 66% of the time (5.5+ hrs/day)

Work is performed primarily in a manufacturing environment; moderate levels of dirt, noise, vibrations, equipment movement hazards, fumes, chemicals/solvents, and electrical hazards. Occasional work in an office environment with use of computer and other standard office equipment. Personal Protective Equipment (PPE) such as safety glasses, safety shoes, hearing protection, etc. is to be worn as applicable throughout entire shift.

By signing below, I acknowledge that I am generally competent to perform the above essential job functions as a Production Operator.

Team Member Acknowledgement

Date

By signing below, I acknowledge the team member is generally competent to perform the above essential job functions as a Production Operator.

Coaching Resource Acknowledgement

Date