



## **Production Operator (PO)**

**FLSA Status:** Non-Exempt

**Reports To:** Production Team Leader

**TRAVEL:** <5%

**Positions Supervised:** None

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### **POSITION SUMMARY**

Responsible for performing various manufacturing processes which includes safely operating machines and use of hand or power tools. Ensuring quality and productivity standards are met as well as providing assistance to production team members as needed. Assist with creating a culture of safety, accountability, and customer first attitude.

**Standard Work: 1. Follow PCP for part & material information/verification 2. Perform 15 minute checks when applicable 3. Collaborate with Process Technicians regarding product quality and job status 4. Count, package and label product for shipment per customer requirements 5. Trouble shoot production number variances**

### **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
- Utilize work order and PCP (production control plan) for part and material information and verification.
- Measure/Visually inspect parts as specified in the PCP and enter into IQ Inspect.
- Promptly bring awareness to processing and shift leader if out of tolerance parts are identified.
- Collaborate with Process Technicians, Team/Leader, and Lead Operator on product quality and job status.
- Count, package and label products for shipment per customer requirements/PCP
- Enter quality information into IQMS system.
- Maintain inventory accuracy through production reporting and dispositioning.
- Perform manual press operations as required.
- Awareness to cycle time and consistently meet or exceed them.
- Setup job with workflow and safety standards being met.
- Flexible and willing to move to highest priority jobs in an ever-changing environment.
- Perform assembly by hand or with light duty equipment, such as pneumatic screw drivers.
- Share knowledge with goal of further developing team members to promote a cross trained and flexible production team.
- Consult 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
- Purge press when run count is confirmed accurate and production order is complete.
- 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**

- Proficient with all post molding equipment, in set up, trouble shooting ability and safe use.
- Ability to follow assembly schedule, perform work based on priorities, print work orders and labels.
- Setup assembly jobs to standard workflow for best efficiency to produce and meet cycle time.
- 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 in exception of PCP instructions.

#### **ESSENTIAL DUTIES for Pre-Stage, in addition to PO responsibilities**

- Ability to follow schedule in order of priority, to support pre-staging.
- Focus on managing and transferring molds responsibly and safely.
- Collect items per Pre-Staging Checklist, locating at press in advance of Set Up Team, to work ahead of Set Up Team and prevent downtime.
- Efficient and organized presentation of items per standard Pre-Stage system.
- Self-directed and organized, advising production leader when Pre-Staging is complete, for re-assignment of duties.

#### **EDUCATION AND/OR EXPERIENCE**

- High School Graduate or General Education Degree (GED)
- Strong desire to collaborate with and be part of the NP Team
- 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 employee is frequently required to stand for long periods of time; walk, handle tools, or controls; communicate and listen (hear). The employee is occasionally required to climb or balance. The employee 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.

## **PHYSICAL DEMANDS (Continued)**

Stand	C (Constantly)	<b>Lift/Carry</b> 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)	<b>Push/Pull</b>	
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.***

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**Team Member Acknowledgement**

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**Date**

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

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**Coaching Resource Acknowledgement**

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**Date**