



## Job Description: Operator Level I

### Job Summary:

A production operator provides support to manufacturing objectives in the department where assigned. An operator will perform one or more duties as assigned by the Supervisor or Production Manager. Typical job functions include:

- Typical Job Functions:
  - Machine Operations
  - Manual Die Form Operations
  - Laminating Operations
  - Assembly Operations
  - Packaging Operations
  - Clean up of work area
  - Rework Operations
  - Inventory
  - Checking quality as instructed
  - Use of computer terminal

### ***Duties and Responsibilities:***

1. Follow all safety rules as instructed and always work in a safe manner.
2. Check and maintain quality of parts as directed. Meet quality standards as established.
3. Meet production goals as assigned; maintain consistent production levels.
4. Track scrap and be accountable for scrap.
5. Read and interpret information and instructions from work order.
6. Interpretation of simple shop drawings.
7. Perform work to meet and follow procedures & standards.
8. Maintain and document lot traceability.
9. Operated equipment as instructed.
10. Maintain a neat, orderly, clean work area using 5S.
11. Look for continuous improvement opportunities; support problem solving activities.
12. Maintain and support EGC's quality policy.
13. Follow all company policies and procedures.
14. Recording material usages accurately.

***Skill Requirements:***

- Understand and calculate using basic math, equivalent for a high school level.
- Use a calculator to solve basic formulas.
- Reading skills enough to understand and follow policies, practices, work instructions.
- Writing skills to legibly and accurately complete all required production forms.
- Comprehension skills necessary to understand and learn new skills.
- Communications skills to respond to requests and transfer information.
- Ability to learn and understand production equipment set up and operation.
- Ability to learn to use basic measurement instruments.
- Ability to follow detailed instructions.
- Ability to learn and recognize different material use at EGC.

***Physical Requirements:***

- Able to lift 25lbs up to 50 lbs. with assistance or proper equipment.
- Able to perform highly repetitive, manual, simple short cycle mechanical assembly following prescribed procedure.
- Able to climb ladders and stairs to retrieve parts, if necessary
- Ability to work at a work station sitting for 8 hours or standing for 8 hours.
- Ability to operation computer work station.

***Supervision and Training:***

- Received: Supervisor / Production Manager / Plant Manager



## Job Description: Operator Level II

### Job Summary:

An Operator Level II provides support to manufacturing objectives in the department where assigned. An Operator Level II will perform one or more duties as assigned without addition assistance by the Supervisor or Production Manager. Typical job functions include:

- Typical Job Functions:
  - Machine Operations
  - Manual Die Form Operations
  - Laminating Operations
  - Assembly Operations
  - Packaging Operations
  - Clean up of work area
  - Rework Operations
  - Inventory
  - Checking quality as instructed
  - Use of computer terminal

### ***Duties and Responsibilities:***

1. Follow all safety rules as instructed and always work in a safe manner.
2. Check and maintain quality of parts as directed. Meet quality standards as established.
3. Meet production goals as assigned; maintain consistent production levels.
4. Track scrap and be accountable for scrap.
5. Read and interpret information and instructions from work order
6. Interpretation of simple shop drawings.
7. Perform work to meet and follow procedures & standards.
8. Maintain and document lot traceability.
9. Operated equipment as instructed
10. Maintain a neat, orderly, clean work area using 5S.
11. Look for continuous improvement opportunities; support problem solving activities.
12. Maintain and support EGC's quality policy.
13. Follow all company policies and procedures.
14. Recording material usages accurately

In addition to Operator Level I:

15. Operated equipment as instructed; perform routine minor maintenance.
16. Look for continuous improvement opportunities; support problem solving activities, and participation on Lean Events.
17. Maintain, support and handle Inventory Management using FIFO
18. Demonstrate job functions and support training on highly repetitive, manual, simple short cycle mechanical assembly following prescribed procedure

***Skill Requirements:***

- Understand and calculate using basic math, equivalent for a high school level.
- Use a calculator to solve basic formulas.
- Reading skills enough to understand and follow policies, practices, work instructions.
- Writing skills to legibly and accurately complete all required production forms.
- Comprehension skills necessary to understand and learn new skills
- Communications skills to respond to requests and transfer information
- Ability to learn and understand production equipment set up and operation.
- Ability to learn to use basic measurement instruments
- Ability to follow detailed instructions.
- Ability to learn and recognize different material use at EGC

In addition to Operator Level I:

- Ability to do production equipment set up and operation.
- Ability to use basic measurements instruments: 0-12” calipers, micrometers, pi-tape, pin gages.
- Ability to train employees
- Ability to be proficient in more than 2 different production processes
- More than 6 months of demonstrated strong manufacturing skills at EGC or more than 2 years of equivalent experience at other manufacturing facility.
- Ability to apply principles and techniques of basic inventory control systems, supporting cycle inventories and material handler as need it. FIFO philosophy.
- Understand and apply 5S techniques.

***Physical Requirements:***

- Able to lift 25lbs up to 50 lbs. with assistance or proper equipment
- Able to perform highly repetitive, manual, simple short cycle mechanical assembly following prescribed procedure
- Able to climb ladders and stairs to retrieve parts, if necessary
- Ability to work at a workstation sitting for 8 hours or standing for 8 hours.
- Ability to operation computer workstation.

***Supervision and Training:***

- Received: Supervisor / Production Manager / Plant Manager



## Job Description: Operator Level III

### Job Summary:

An Operator Level III provides support to manufacturing objectives in the department where assigned. An Operator Level III will perform simple and complex duties as assigned by the Supervisor or Production Manager, including set-up and operation of multiple types of equipment, and supporting the Supervisor in daily operations of the department. An Operator Level III will be able to perform multiple production duties as assigned, typically without assistance for the Supervisor. Job functions will include:

- Typical Job Functions:
  - Machine Operations
  - Manual Die Form Operations
  - Laminating Operations
  - Assembly Operations
  - Packaging Operations
  - Clean up of work area
  - Rework Operations
  - Inventory
  - Checking quality as instructed
  - Use of computer terminal
  - Set up of jobs or equipment

### ***Duties and Responsibilities:***

1. Follow all safety rules as instructed and always work in a safe manner.
2. Check and maintain quality of parts as directed. Meet quality standards as established.
3. Meet production goals as assigned; maintain consistent production levels.
4. Track scrap and be accountable for scrap.
5. Read and interpret information and instructions from work order
6. Interpretation of simple shop drawings.
7. Perform work to meet and follow procedures & standards.
8. Maintain and document lot traceability.

9. Operated equipment as instructed
  10. Maintain a neat, orderly, clean work area using 5S.
  11. Look for continuous improvement opportunities; support problem solving activities.
  12. Maintain and support EGC's quality policy.
  13. Follow all company policies and procedures.
  14. Recording material usages accurately
  15. Operated equipment as instructed; perform routine minor maintenance.
  16. Look for continuous improvement opportunities; support problem solving activities, and participation on Lean Events.
  17. Maintain, support and handle Inventory Management using FIFO
  18. Demonstrate job functions and support training on highly repetitive, manual, simple short cycle mechanical assembly following prescribed procedure.
- In addition to Operator Level II:
19. Perform training in department as directed by Supervisor.
  20. Support Supervisor as needed in daily operations of Department.

***Skill Requirements:***

- Understand and calculate using basic math, equivalent for a high school level.
- Use a calculator to solve basic formulas.
- Reading skills enough to understand and follow policies, practices, work instructions.
- Writing skills to legibly and accurately complete all required production forms.
- Comprehension skills necessary to understand and learn new skills
- Communications skills to respond to requests and transfer information
- Ability to learn and understand production equipment set up and operation.
- Ability to learn to use basic measurement instruments
- Ability to follow detailed instructions.
- Ability to learn and recognize different material use at EGC
- Ability to do production equipment set up and operation.
- Ability to use basic measurements instruments: 0-12" calipers, micrometers, pi-tape, pin gages.
- Ability to train employees by demonstrating skills.
- Ability to be proficient in more than 2 different production processes.
- Ability to apply principles and techniques of basic inventory control systems, supporting cycle inventories and material handler as need it. FIFO philosophy.
- Understand and apply 5S techniques.

In addition to Operator Level II:

- Ability to be proficient in more than 3 different production processes
- More than 18 months of experience at EGC and demonstrated strong manufacturing skills including meeting quality and production standards in multiple departments. May have previous training and manufacturing experience in other facilities in addition to EGC.
- Ability to monitor quality and workflow.

***Physical Requirements:***

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- Able to lift 25lbs up to 50 lbs. with assistance or proper equipment
- Able to perform highly repetitive, manual, simple short cycle mechanical assembly following prescribed procedure
- Able to climb ladders and stairs to retrieve parts, if necessary
- Ability to work at a workstation sitting for 8 hours or standing for 8 hours.
- Ability to operation computer workstation.

***Supervision and Training:***

- Received: Supervisor / Production Manager / Plant Manager

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