



| | | | |
|--------------------|--|-----------------------|--------------|
| Job Title: | Sheet Metal Machine Operator | FLSA Category: | Non-Exempt |
| Department: | Sheet Metal | Position Type: | Full Time |
| Location: | 1100 Holland Road Suffolk, VA 23434 | Supervisor: | Shop Foreman |

Job Description

Set up jobs by staging and placing the raw materials needed to fabricate parts required for the assigned project. Load material into machine, program machine for cuts and perform fabrication. Strong attention to detail, use of measuring tools, and the ability to use basic mathematical skills are required for this position.

Essential Duties and Responsibilities

- Set up jobs by staging and placing materials.
- Perform necessary measurements for project preparation
- Machine programming to perform cuts and fabrication.
- Use of required equipment to complete assigned projects.
- Perform routine machine maintenance.
- Keep written record of tasks performed, time spent, and any other additional data required by project.
- Maintain assigned tools, equipment, and working areas in clean, neat, and orderly condition; use prescribed safety equipment and follow safety rules .

Qualifications and Education Requirements

- Forklift experience – preferred.
- Previous Manufacturing experience. (1 year)
- Ability to properly use and read a tape measure.
- Basic mathematical skills. (addition, subtraction, multiplication, and division)
- Metal fabrication.
- High school diploma or equivalent qualification.

Equipment Used

- Tape measure
- Marvel Model 81 Band saw
- Forklift
- Punch Press
- Iron Worker
- Air Tools
- Simple hand tools

Physical Requirements

- Ability to stand for long periods of time.
- Ability to manually move, lift, carry, pull or push objects weighing up to 50lbs.
- Close vision, distance vision, peripheral vision, depth perception, and ability to adjust focus.
- Repetitive use of arms, hands and fingers.
- Ability to work in tight spaces and/or under difficult lighting.
- May be required to wear personal protective equipment (PPE) including but not limited to: hard hat, safety glasses/goggles, ear plugs/muffs, masks/respirators, safety vests, gloves and steel-toe boots.

| | | | |
|------------------|----------------|-------|----------|
| Last Updated By: | Malorie Howell | Date: | 8/4/2022 |
|------------------|----------------|-------|----------|