

# Job Description – Amada Equipment Set Up/Operator

## **Basic Function Summary**

This position is responsible for safely setting up, programming, and adjusting Amada RG and HDS Series Press Brakes and safely setting up and adjusting Amada Turret Presses and Lasers. Additional responsibilities include, but are not limited to, operating the equipment, performing quality inspections, working with the ERP System, communicating with operators and management, maintaining and organizing tooling, and attending the daily production meeting.

## **Reporting Relationships**

This position reports to the Plant Manager.

## **Authorities**

The person in this position has the authority to:

- Create or make changes to bending programs.
- Perform adjustments to press brakes, turret presses, and lasers.
- Stop production to correct an unsafe condition.
- Stop production to correct a quality issue.
- Manually input data into the MIE Trak System as needed.

## **Responsibilities and Principle Duties**

The person in this position will perform the following tasks:

- Logs into MIE Trak System to capture set up and production times. Works with production personnel to ensure proper production tracking. Serves as shop floor MIE Trak point person.
- Reads engineering prints and work orders to determine machine set up, operating parameters and critical part features.
- Sets up press brakes, punching machines, and lasers for safe and efficient operation. This includes installing tools, gages, fixtures, and safety devices.
- Programs press brakes for safe and efficient operation.
- Performs first article quality inspection and documents results per the Control Plan. Uses different precision measuring instruments such as micrometers, calipers, protractors, and custom gages.
- Instructs production personnel about the specific job details and provides information as needed to ensure safe and efficient operation of equipment.
- Uses fork lift to load material into machines or move pallets to and from production area.
- Maintains and organizes tooling for press brakes and turret punches. This includes operating automated grinding equipment (Amada Togu) to sharpen turret punches and dies and changing over turret punch guide assemblies as needed.
- Performs routine periodic maintenance on all assigned equipment. Reports issues with equipment to management immediately.

**Responsibilities and Principle Duties (continued)**

- Verifies product count and packages for shipment as required.
- Accurately completes identification labels for finished products or work in process including: count, part number, part name, and status.
- Maintains a clean and tidy work area around the press brakes, turret presses, and lasers. This includes organizing and labeling the tooling cabinets and ensuring that tools, gages, and fixtures are returned to their proper locations.
- Runs equipment as needed.
- Communicates with co-workers and management to coordinate activities and resolve day to day issues.
- Accurately completes all paperwork and MIE Trak inputs in a timely manner.
- Participates in training and activities to increase safety, personal skill, overall productivity, and product quality.
- Complies with all company policies and procedures including safety and attendance requirements.
- Maintains a meet or exceed rating on performance evaluations.
- Performs other duties as required to meet company needs as assigned by supervisor.

**Standards and Measures of Performance**

Performance standards will be an added as addendum to this document at a later date.

**Ideal Skill Set and Abilities:**

- Bilingual (English/Spanish)
- Basic English reading and verbal communication skills.
- Ability to communicate and interact effectively with production employees, tool room personnel, engineering, and management.
- Basic understanding of sheet metal forming mechanics and how material properties impact tool selection.
- Able to read and follow production schedules and work orders and to work independently without immediate direction or supervision.
- Knowledge of how to set up, program, operate, and adjust Amada RG and HDS Series Press Brakes.
- Knowledge of how to set up and operate Amada Turret Presses and Lasers.
- Able to read and interpret engineering drawings.
- Able to follow all company safety procedures and protocols.
- Understands quality systems- ISO experience helpful.
- Knowledgeable in the use of precision measuring instruments – calipers, protractors, micrometers and other gages.
- Able to perform detailed quality inspections while measuring to close tolerances (+/- .001”) and documenting results per ISO procedures.

**Ideal Skill Set and Abilities (continued)**

- Basic knowledge of computers and ability to work in an ERP System.
- Good with numbers- strong analytical and quantitative skills.
- Able to multi task and handle the pressure of a fasted paced, deadline driven environment.
- Ability to drive a forklift.
- Able to help out as needed - hands on person with strong mechanical ability.
- Able to work overtime hours as needed.
- Able to work any shift and periodically rotate shifts.
- Able to work in an industrial, non-air conditioned environment
- Able to lift, push, pull, carry, and move up to 70 pounds of parts or tooling occasionally throughout the work day.
- Ability to pass a hands-on and written equipment set up test.
- Able to pass a substance screen and background check.

**Education and Experience:**

- 3 years minimum set up and operating experience with Amada turret presses, lasers and press brakes.
- High School Diploma or Equivalent required

**Compensation and Benefits:**

- Accrued vacation benefit
- Profit sharing program
- Excellent health benefits
- Hourly wage will be commensurate with experience