

	<b>JOB DESCRIPTION CODE:</b>	<b>JSO001</b>
	<b>REVISION DATE:</b>	<b>1/7/20</b>

<b>JOB TITLE: Saw Operator</b>	<b>SHIFT: 1<sup>st</sup></b>
<b>DEPARTMENT: Saw Shop</b>	<b>SAFETY SENSITIVE: YES</b>
<b>REPORTS TO: Machine Shop Supervisor</b>	<b>FLSA STATUS: Non-Exempt</b>

<b>POSITION PURPOSE:</b>
<ul style="list-style-type: none"> <li>• Set up and operate saws to cut metal and other materials.</li> </ul>

<b>ESSENTIAL DUTIES &amp; RESPONSIBILITIES:</b>
<p>Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions</p> <ul style="list-style-type: none"> <li>• Check completed workpieces to print making sure it's cut to correct length and free of defects.</li> <li>• Read work orders and production schedules to determine specifications, such as materials to be used, locations of material and dimensions and tolerances.</li> <li>• Accurately complete all paperwork associated with the position.</li> <li>• Prioritize work assignments based upon department schedule.</li> <li>• General maintenance of all equipment associated with the operation of the saws</li> <li>• Load saw beds with proper materials using overhead cranes or fork truck.</li> <li>• Position, align, and secure workpieces against fixtures or stops on machine.</li> <li>• Maintain a clean work area.</li> <li>• Work independently</li> <li>• Follow saw department work instructions and procedures.</li> <li>• Perform a variety of duties including grinding, deburring, cleaning of parts, cutting and removal of scrap.</li> <li>• All other tasks as required.</li> </ul>

<b>KNOWLEDGE / SKILLS / ABILITIES:</b>
<ul style="list-style-type: none"> <li>• Knowledge of raw materials, production processes and quality control</li> <li>• A good understanding of basic mathematics.</li> <li>• Knowledge of reading blueprints and measuring equipment.</li> <li>• Knowledge of machines and tools.</li> <li>• Watching gauges, dials, or other indicators to make sure the machine is working properly.</li> <li>• The ability to tell when something is wrong or is likely to go wrong. It does not involve solving the problem, only recognizing there is a problem.</li> <li>• The ability to concentrate on a task over a period of time without being distracted.</li> </ul>

**QUALIFICATIONS / PRIOR EXPERIENCE:**

- High School Diploma or equivalent
- Trade school or Vo-Tech
- Prior manufacturing experience.

**WORK ENVIRONMENT:**

The work performed is in a non-climate-controlled facility with moderate noise levels that exceed OSHA limits requiring a hearing conservation program.

- Must be able to lift 25 – 50 lbs.
- Must be able to walk, talk, sit, stand, and communicate verbally continuously throughout the scheduled shift.
- Ability to work overtime when necessary

*The above statement reflects the general details considered necessary to describe the principal functions of the job identified, and shall not be construed as a detailed description of all the work requirements that may be inherent in the job.*

**MANAGER/SUPERVISOR APPROVAL:**

TYPE OR PRINT NAME	TITLE	SIGNATURE

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date