



## Job Description

Job Title: Machine Operator-Assembler	Job Code:
Department: Operations	Reports To: Operations Manager
Revision Date: 10/27/2017	Status: Non-Exempt

**Job Summary:** Operates CNC machines necessary for the production of MasterWorks' products. Common activities include: reading and understanding machine instructions, safety manuals, Lincoln/MasterWorks Process Specifications and other work instructions

### Duties and Responsibilities

- Produce a product per Standard Operating Procedures, Lincoln/MasterWorks Process Specifications and other work instructions.
- Read and understand machine instructions, safety manuals, Lincoln/MasterWorks Process Specifications and other documentation necessary to produce quality product.
- Set-up and tear down of machines for work within production line, checking on the progress of the machine's work and making adjustments as necessary.
- Feed raw material or parts to semi-automated machines
- Read, interpret and follow basic blueprints, diagrams, engineering drawings, specifications, bills of materials, and other written instructions or procedures to accurately assemble equipment and products
- Gather parts, subassemblies, tools and materials needed to complete the process
- Position parts and subassemblies by using templates or reading measurements.
- Assembles components by examining connections for correct fit; fastening parts and subassemblies.
- Verifies specifications by measuring completed component.
- Resolves assembly problems by altering dimensions to meet specifications; notifying supervisor to obtain additional resources.
- Keeps equipment operational by completing preventive maintenance requirements; following manufacturer's instructions; troubleshooting malfunctions; calling for repairs.
- Conserves resources by using equipment and supplies as needed to accomplish job results.
- Utilize hand held tools such as a hand-held screw and drill gun
- Check parts used for production to ensure product is assembled correctly.
- Comply with safety programs, processes and guidelines to ensure safe, clean, orderly and productive working conditions.
- Complete training in Hazardous Waste Management.
- Comply with Company policies and procedures.
- Consistently demonstrates commitment to Hexagon Composites' values of Integrity and Drive in all aspects of employment.
- Ability to track parts and jobs.
- Utilizes and abides by ISO requirements and safety procedures.
- Complies with all quality policies, specifications, regulations and instructions.
- Uses gages and measuring instruments to meet tolerance requirements.
- Performs all tasks in a safe and responsible manner.
- Move equipment and material as necessary.
- Maintain accurate records, logs, data sheets, inventory and other documentation required by the Engineering, Operations Department or Quality Control.
- Maintain a work area in neat, orderly, and organized manner.
- Work assignments carried out to the highest quality level.
- Perform various other duties and activities as assigned by supervisor within the physical constraints of the job.

*NOTE: This job description is not intended to be all-inclusive. Employee may perform other related duties as required to meet the ongoing needs of the organization.*

**Knowledge, Skills and Abilities**

- Working knowledge of diverse high-speed machinery and measurement tools
- Experience with Fanuc controls, a plus
- Ability to accurately use measuring devices [pi-tape, calipers, air pressure gauges, etc.]
- Ability to operate power tools [hand saws, drill guns, band saws, etc.]
- Demonstrated mechanical aptitude
- Ability to read detailed instructions
- Ability to read blueprints, schematics and manuals
- Provide accurate record keeping
- Basic Computer knowledge
- Excellent organizational / time management skills – ability to maintain priorities and multi-task in a fast-paced working environment.
- Ability to analyze technical data and make appropriate recommendations as needed.
- Experience in manufacturing composite products in a fast-paced environment.
- Ability to use independent judgment within established guidelines and written directions.
- Self-motivated and organized individual with exemplary attention to details
- Ability to interpret instructions which may be furnished in written, oral, diagram or schedule form
- Work in a safe professional manner, keeping a clean work area and wearing proper protective equipment
- Cooperation with supervisor and co-workers
- Able to work independently to complete individual tasks assigned by a team
- Show by example: temperament, professionalism and teamwork
- Timely arrival and regular attendance at work
- Willing to work overtime as needed to meet project deadlines

**Credentials and Experience**

- High school diploma or GED preferred; technical degree a plus.
- Minimum of 5 years of relevant experience in a manufacturing environment.
- Basic reading skills. Must be able to follow directions
- Basic computer navigation and utilization skills
- Ability to perform work accurately and thoroughly
- Ability to use thinking and reasoning to solve a problem and to think in such a way as to produce a new concept or idea
- High attention to detail and self-motivation skills
- Valid Driver's License with good driving record required in order to operate company vehicles.
- Previous experience in a manufacturing environment required.
- Proven driving experience with straight truck.
- Must be United States citizen, lawful permanent resident or otherwise eligible to work in the United States.

**Other Skills/Abilities or Special Requirements**

- Self-motivated.
- Must be able to effectively communicate in written and spoken English.
- Ability to work demanding hours, as necessary, to meet project deadlines.
- Must exercise initiative or, as directed, perform additional duties to meet the needs of the organization.
- Ability to lift and carry up to 60 lbs. on a regular basis, up to 120 lbs. on an occasional basis [team lift available].
- Ability to sit, stand, bend, climb or walk for up to 10 hours or more per day
- Ability to work with both hands and both feet on a regular basis.

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- Ability to perform postural changes such as sitting, reaching, climbing, standing, walking and lifting intermittently
- Regularly perform repetitive tasks
- Regularly possess manual dexterity to put parts or pieces together quickly and accurately
- Excellent hand-eye coordination and physical condition
- Specific vision abilities required include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus
- Have the flexibility to adjust work hours and schedule to support internal and external customer needs, including working on Saturday or Sunday if needed.
- Must be able to effectively communicate in written and spoken English.
- Ability to work demanding hours, as necessary, to meet project deadlines.
- Must exercise initiative or, as directed, perform additional duties to meet the needs of the organization.
- Ability to work effectively in a fast paced and demanding environment with a strong sense of urgency.
- Must demonstrate strong organizational skills and attention to detail.
- Ability to work in a team environment and work independently.

### Apply:

- Internal Applicants: Complete an internal application and submit to Human Resources
- External Applicants: Email your resume to [apply@masterworkscs.com](mailto:apply@masterworkscs.com)

or

Mail your resume to: MasterWorks, Inc.  
Attn: Human Resources  
86 York Street, Suite 4  
Taneytown, MD 21787

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