

POSITION DESCRIPTION

POSITION TITLE: Punch Press Setter Apprentice/Operator B

DEPARTMENT: Punch Press

JOB RELATIONSHIPS:

Reports to: Vice President, Operations

Supervises: No one

BASIC FUNCTION: Perform duties to setup and operate automatic punch presses to produce parts in accordance with job specifications and established quality standards.

JOB DUTIES AND RESPONSIBILITIES

1. * Plan press setups involving a variety of blanking, piercing, notching, trimming, forming, crimping and stamping operations.
2. * Order required material from Receiving department and request Material Handler to pull die sets.
3. * Install dies in press, position and align dies set in press, position and align, adjust shut height and bolt in place.
4. * Measure and determine stock feed length to set proper feed adjustment.
5. * Setup material on payoff reel, feed through and adjust Straightener. Pass material through feed and into die.
6. * Run sample parts, check dimensions, make necessary press adjustments. Fill out first piece inspection and do five piece SPC and enter data into SPC system.
7. * Set and check press safety devices for proper operation.
8. * Monitor press production operation and perform scheduled SPC procedures.
9. * Tear down setups and notify Supervisor of die disposition.
10. * Pull scrap from press and maintain sorted by type of metal.
11. * Notify Supervisor of unusual material or press problems.
12. * Follows safety rules and keep work area in a clean and orderly condition.
13. Works in other direct labor areas operating machines or performing other duties as needed.
14. Performs other related duties as assigned.

* = Essential duties of the job.

POSITION SPECIFICATIONS

- High School education or equivalent in combination of school, formal training programs and experience.
- Experience within a manufacturer environment preferred. Will, however, train an individual willing to learn and commit to long-term training program and who has demonstrated strong motivation and/or strong mechanical aptitude.
- Ability to properly use machine tools, micrometers, dial caliper, comparator, gauges, gauge pins, hoists, hand truck, and band tools. Again, will train on the proper use if meets requirement identified above.

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- Must be able to read, write and speak English for communication purposes only.
- Must be able to follow instructions and produce parts in accordance with written set up procedures.
- Must be able to meet established deadlines.
- Must be able to physically handle material and tools, which is equivalent to frequently lifting or moving material up to 25 pounds. Routine lifting is floor to waist and/or waist to chest.
- Ability to follow all safety procedures and standard operating procedures established by the company.
- Able and willing to work in an environment with continuous exposure to noise and oil.
- Ability to successfully work within assigned area of responsibility in accordance with job specifications established quality standards and production rates.
- Ability to perform with continuous mental and visual attention required setup and operate automatic punch presses, involving repetitive or diversified work requiring constant alertness or activity, involving repetitive or diversified work requiring constant alertness or activity, regular exposure to moving mechanical parts and a usually loud noise level in the work environment.
- Must be able to use hands to finger, handle, or feel, and reach with hands and arms.
- Capable of standing and/or walking, as required for full shift.