

JOB DESCRIPTION

Title:	Punch Press Operator		
Classification:	Full Time	# of hrs.:	40/wk
Department:	Production		
Supervisor:	Production Supervisor		

Summary of Duties and Responsibilities: The duties of The Punch Press Operator include but are not limited to:

Essential Duties of the Job:

Essential Duties.

- Operate Amada Punch Press
- Utilize previously prepared programs and assigned tooling to complete each job.
- Ability to clock into and out of each job and computer terminals throughout shop.
- Ability to read work order instructions and carry out directions as necessary.
- Set each job up based on program instructions, work order instructions and job prints.
- Shear sheet metal to blank sizes when required using Amada Shear.
- Pull tooling and prepare setup for next jobs while another job is running on the machine.
- Work in an efficient and timely manner, multitasking where necessary.
- Communicate with programming and issues or additional requirements needed.
- Request tooling where necessary from purchasing.
- Keep work area, including top of machines and floor clean at all times.
- Remove parts from punched blanks when required.
- Notify Supervisor of any problems or malfunctions of machine.
- Where possible, schedule machine to run while operator is on breaks.
- Work with Material Handler to make sure material for each job is on schedule and in the proper location.
- Identify areas for process improvement, cost and waste reduction.

Other Functions:

- Other duties as assigned by management.

Required Experience:

- Punctual
- Able to work with minimum supervision

- Computer literate
- Excellent organizational skills
- Able to multi-task in a fast paced environment
- Sense of urgency
- Positive Attitude
- Mathematical aptitude
- Mechanical aptitude

Educational Requirements:

- Minimum 1 years experience as Punch Press Operator.

