



Starting: \$13.00 / per hour

Position Title: **Process Machine Operator (PMO)**
Job Class: Production
Cost Center: 1003
Department: Manufacturing
Status: Full Time/Non-Exempt
Reports to: Production Supervisor

Position Summary: The Process Machine Operator is responsible for ensuring the efficient operation of equipment in accordance with the daily production requirements.

Essential duties and responsibilities:

- Ensures proper setup of PMO machine (Kabar, THP, Slitter) to manufacture first quality product.
- Tracks daily throughput using appropriate efficiency programs.
- Pulls top surface materials and reconciles inventory through cycle counts as required.
- Performs Total Productive Maintenance (TPM) tasks as assigned.
- Maintain a concise WIP storage area for high-moving products. Places order with shipping for other required material to be brought to the production area.
- Convert SMOOG materials to readily sellable inventory.
- Completes daily inspection checklists on Industrial Fork Trucks prior to operation and notifies Production Supervisor of any issues or concerns.
- Performs general equipment maintenance and reports any faulty equipment to the Production Supervisor and/or Plant Technical Manager.
- Develops an understanding of relevant ISO 9001 Standards and ensures processes are in compliance with quality requirements.
- Ensures all safety precautions are followed in the PMO department during production.
- Ensures work area is cleaned and stocked daily.
- Performs other duties as assigned by the Production Supervisor.

Qualifications and required skills:

- Excellent math skills including addition, subtraction, multiplication, and division in all units of measure, using whole numbers, common fractions and decimals; ability to compute rate, ratio and percent.
- Ability to use physical exertion such as prolonged periods of standing, walking, bending, reaching and climbing; ability to lift up to 50lbs. consistently.
- Ability to operate forklift in accordance with Ludlow Composites safety policy.
- Ensures compliance with ISO 9001 standards, plant safety policies and procedures and 5S initiatives.

Education and experience:

- High school diploma or GED.
- Two years of experience in an industrial manufacturing environment preferred.
- Two years of experience operating a forklift. Certification is required. Training will be provided by Ludlow Composites.
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Work environment:

- Work is generally performed within a manufacturing environment around industrial machines.