



<b>POSITION DESCRIPTION</b>	
<b>Position:</b> Setup Operator II	
<b>Exempt:</b> No	<b>Job Code:</b> MILSE140
<b>Division:</b> Miller	<b>Shift:</b> 1 <sup>st</sup> , 2 <sup>nd</sup> and 3 <sup>rd</sup>
<b>Dept:</b> Molding	<b>Location:</b> Glencoe
<b>Directly Reports to:</b> Production Supervisor	<b>Confidential:</b> Yes
<b>Indirectly Reports to:</b> Production Manager	
<b>Updated by:</b> Robert Bros	<b>Date last reviewed:</b> 9/29/2017

**Summary:** The Setup II – Molding is responsible for maintaining the control of processes in injection molding, molding/tool changes, setups, start-up and shutdown, troubleshooting, training and the production, assembly and packaging of quality products in an efficient manner.

Resp. #	% of time	<b>Essential Functions:</b> To perform this job successfully, an individual must be able to perform each essential duty listed below satisfactorily.
1	70%	Operate molding processes to produce, assemble and package product according to Miller’s specifications while adhering to the established Standard Work Instructions and required performance standards: <ul style="list-style-type: none"> <li>• Inspect materials and finished products for proper quality, bring any concerns to the attention of manufacturing leadership and/or quality</li> <li>• Maintain accurate inventory through proper counting and record keeping of components consumed and quantities produced</li> <li>• Utilize hour by hour tracking to account for productivity throughout shifts</li> <li>• Fully account for all hours worked to proper Manufacturing Order or other Job codes through the shop floor data collection kiosks</li> </ul> Keep all areas neat and clean with all inventory and tools in designated locations
2	10%	Train and support Production Workers with molding processes to ensure quality production, adherence to established standards and attainment of performance standards
3	5%	Efficiently complete mold changes, set-ups, start-ups and shut-downs according to established procedures and processes. Ensure that all safety devices are properly in place when performing duties including lockout/tag out procedures to eliminate the risk of injury
4	5%	Perform processing adjustments on molding equipment, auxiliary support equipment, material handling systems, and robotics, in order to maintain quality & production
5	5%	Respond to all machine, robot, and secondary equipment alarms in a timely matter to maintain operating efficiencies and maximize profitability
6	5%	Monitor tooling condition, perform all necessary cleaning and maintenance during production runs and provide information regarding tooling damage and/or processing issues as appropriate to prevent avoidable molding problems and higher repair costs

<b>Company Wide Expectations:</b>		
<b>1</b>	<b>100%</b>	Remain Drug and Alcohol free while on Miller Manufacturing premises and within the scope of duty.
		Understand and comply with all Miller Manufacturing policies and procedures.
		Support the Mission, Goal and QUEST (see attached)
		Observe safety and security policies and procedures and use equipment and materials accordingly.
		Duties may be added, deleted or modified at any time, at the discretion of management, via written, verbal, formal, or informal means.

<b>Core Competencies:</b> The strategic skills listed below are needed to perform the job satisfactorily	
<b>1</b>	<b>Problem solving</b> —identifies and resolves problems in a timely manner, gathers and analyzes information skillfully and maintains necessary communication
<b>2</b>	<b>Interpersonal skills</b> —maintain open communication with fellow employees, supervision, and management, remains open to others' ideas and exhibits willingness to try new things.
<b>3</b>	<b>Planning/organizing</b> —prioritize and plans work activities and uses time efficiently
<b>4</b>	<b>Quality control</b> —demonstrates accuracy and thoroughness and monitors own work to ensure quality
<b>5</b>	<b>Adaptability</b> —adapts to changes in the work environment, manages competing demands and is able to deal with frequent change, delays or unexpected events.
<b>6</b>	<b>Dependability</b> —consistently at work and on time, follows instructions, responds to management direction and solicits feedback to improve performance
<b>7</b>	<b>Professionalism</b> —maintains professional appearance and attitude at all times

<b>Knowledge, Skills and Abilities (KSA's):</b> The requirements listed below are representative of the knowledge, skill and/or ability required to successfully perform the essential functions of the job.	
<b>K</b>	<p><b>Knowledge, Education and/or Experience:</b></p> <ul style="list-style-type: none"> <li>○ Requires a high school diploma or general education degree (GED,) three to five years of related molding processing experience and/or training, or the equivalent combination of education and experience.</li> <li>○ Ability to read and comprehend directions, procedures, instructions, specifications and setup sheets to determine correct machine set-up.</li> <li>○ On the job training may be required.</li> </ul>
<b>S</b>	<p><b>Skills:</b></p> <ul style="list-style-type: none"> <li>○ Language: <ul style="list-style-type: none"> <li>● Read, analyze, and interpret simple instructions, short correspondence, and memos.</li> <li>● Write short correspondence.</li> <li>● Read instruments such as gauges and indicators on equipment(on the job training may be required).</li> <li>● Communicate effectively with co-workers and management.</li> </ul> </li> <li>○ Mathematics: <ul style="list-style-type: none"> <li>● A qualified candidate must possess the ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, fractions, and decimals. Candidate must also possess the ability to apply abstract concepts such as fractions, percentages, ratios, and proportions to practical situations.</li> </ul> </li> </ul>
<b>A</b>	<p><b>Abilities:</b></p> <ul style="list-style-type: none"> <li>● Apply common sense understanding to carry out detailed, but non-engaging, written and oral instructions.</li> <li>● Define problems, collect data, establish facts and draw valid conclusions.</li> <li>● Apply good judgment in recognizing scope of authority.</li> <li>● Use of depth perception, close vision, and color vision are all continuously required.</li> </ul>

**PHYSICAL DEMANDS:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Lifting Requirements**

Weight in pounds	Never 0%	Rarely 1-10%	Occasionally 11-33%	Frequently 34-66%	Continuously 67%	Examples	Height
1-10					X		

11-20				X			
21-35				X			
36-50			X				
51-75		X					
76-100	X						
100+	X						

**Movement Requirements**

	Never 0%	Rarely 1-10%	Occasionally 11-33%	Frequently 34-66%	Continuously 67%	Examples
Standing					X	
Walking					X	
Sitting			X			
Talking or hearing					X	
Feeling					X	
Climb/Balance			X			
Kneeling/Crouch/Squat			X			
Reaching upward or outward					X	
Bending the neck side-to-side or front-to-back				X		
Typing			X			
Pinching/finger manipulation					X	
Grasping/Turning the wrist					X	
Taste/Smell		X				

**WORK ENVIRONMENT:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Severe exposure to hot rubber and plastic
- Severe exposure to moving objects, and mechanical parts
- Severe exposure to chemicals and fumes
- Severe exposure to sharp objects
- Severe exposure to special equipment such as hearing protection, eye protection, gloves and protective clothing
- Moderate exposure to slippery surfaces
- Moderate noise level
- Slight exposure to airborne chemicals
- Slight exposure to toxic or caustic chemicals
- No exposure to ionizing radiation