

HICKORY CHAIR®

JOB DESCRIPTION

MACHINE OPERATOR (MULTIPLE MACHINES)

FLSA – NON-EXEMPT DEPT. MACHINE ROOM / UPHOLSTERY (719 OR 720, SEE MANAGER)

JOB CODE:80006

Department: Machine - Upholstery

Reports To: Machine Room Manager

SUMMARY:

This position is required to operate various woodworking machinery to produce frame parts.

ESSENTIAL DUTIES AND RESPONSIBILITIES INCLUDE THE FOLLOWING:

- Required to set up and operate inverted router and router.
- Must be able to set up and operate the CNC trim and bore and the Richardson trim and bore, and multiple boring machines.
- Set up and operate mortice.
- Required to set up and operate the bandsaw, variety saw and hauncher.
- Must be able to set up and operate the profile shaper, Bell 100 and Bell 24.
- Must be able to set up and operate equipment to complete and then checked by utility operator.
- Required to use a tape measure to verify measurements on the wood.
- Must be able to set up and run a planer as well as a wide belt sander.
- Must follow all safety policies and procedures.
- All other duties as assigned.

SUPERVISORY RESPONSIBILITIES:

This job has no supervisory responsibilities.

QUALIFICATIONS

The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience

High School Diploma or GED is not required but preferred. Prefer to have 1 year of experience running various woodworking machine for frame parts.

Language Skills

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals.

Mathematical Skills

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Must have the ability to read a tape measure.

Reasoning Ability

Ability to apply common sense understanding to carry out detailed but uninvolved written or oral instructions. Ability to deal with problems involving a few concrete variables in standardized situations.

OTHER QUALIFICATIONS

This position requires excellent communication skills, and analytical and problem-solving skills. Must be able to multi-task and have good organizational skills.

COMPETENCIES:

To perform the job successfully, an individual should demonstrate the following competencies:

Ability to Execute - Targets and achieves results, sets and accomplishes challenging goals, prioritizes and manages tasks effectively, maintains an organized system to monitor progress, overcomes obstacles, accepts accountability, sets standards and responsibilities.

Commitment to Task - Meets commitments, works independently, accepts ownership of projects and outcomes, takes personal responsibility and sets objectives/standards, stays focused under pressure, meets attendance/punctuality requirements, shows a sense of urgency about getting results.

Diversity - Supports an inclusive workplace, incorporates different viewpoints and ideas to maximize performance and contributions of employees, develops strengths in team members, deals respectfully with colleagues, customers and vendors at all levels, understands his/her role in building and sustaining a culture of high performance.

Quality - Is attentive to detail and accuracy, is committed to excellence, continuously looks for improvements, finds root cause of problems, owns/acts on problems, seeks opportunities to increase effectiveness and efficiency.

Safety Mindset - Promotes a respect for safety, keeps workplace clean and safe, supports safety programs, policies/procedures, takes preventative and corrective action to address potential safety hazards and prevent future injuries, resists temptation to cut corners where safety is concerned, follows all safety related company policies and complies with location specific safety rules, drives safely on and off company property.

PHYSICAL DEMANDS / WORK ENVIRONMENT

The physical demands described in the Task Development Worksheet 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.

The work environment characteristics described in the Task Development Worksheet 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.

See the Task Development Worksheet on the next page.

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Task Development Worksheet For: Machine Operator (Multiple Machines) (Position)

Essential Functions

Frequency and number of hours performed:

	Frequency		Number of hours each day									
	Continuous	Intermittent	<1	1	2	3	4	5	6	7	8	>8
Sit		X	X									
Walk		X				X						
Stand	X										X	
Bend		X				X						
Squat		X				X						
Climb		X	X									
Kneel		X				X						
Twist		X				X						

Hand/Arm/Foot Manipulation	Right Y/N	Left Y/N	Frequency
Grasping?	Y	Y	F
Pushing/Pulling?	Y	Y	C
Fine Manipulation?	Y	Y	O
Keying?	Y	Y	R
Reaching above shoulder level?	Y	Y	O
Reaching at or below shoulder level?	Y	Y	O
Repetitive foot use to operate controls?	Y	Y	F
Special visual or auditory requirements?	Y	Y	F

Lifting and Carrying Demands:

*N=Never, R=Rare (<1 hr.), O=Occasionally (1-3 hrs.), F=Frequently (4-6 hrs.), C=Continuous (>6 hrs.), I=Intermittently

Weight	Lift Frequency (N,R,O,F,C)*	Carry Frequency (N,R,O,F,C)*
<10 Lbs.	F	F
11-25 Lbs.	F	F
26-50 Lbs.	F	F
51-75 Lbs.	R	R
76-100 Lbs.	N	N
>100 Lbs.	N	N

Longest distance carried: 5-10 feet

Heaviest item carried and how far: 50 lbs. /5-10 feet

Other:

Y/N

Driving cars, trucks, fork lifts, moving equipment?	N
Working near hazardous equipment and machinery?	Y
Walking on uneven ground?	Y
Exposure to dust, gas or fumes?	Y
Exposure to noise?	Y
Exposure to extremes in temperature or humidity?	Y
Working at heights?	N