

Job Description for Machine Operator

Company Information

Organization Name: Miami Valley Metal

Direct Report: Office Manager

Prepared Date: 05-13-2023

Hiring Manager Job Title: Terrence Williams

Job Level: Individual Contributor

Employment Status: Full-time Regular

Primary Location: Dayton, OH

Job Summary

Operate balers, wire strippers, shears, and forklift equipment. Activity of these equipment includes lifting and moving materials, operating machines to crush, cut, strip, or dismantle and prepare materials. Operating can and radiator balers, forklift unloading and loading trucks, and operation of wire stripping machine to strip wire out of gaylord boxes. Inspecting & cleaning scrap material in warehouse building and making sure it's kept organized, and clear of hazards. 3. Perform routine inspection and maintenance and cleaning of the above equipment to keep them in their best operating condition. Completion of weekly machine inspections, Sweeping warehouse making sure it's clear of all debris and metals. Additionally, prepping and preparing materials for shipping and loading into trucks driving trucks and helping out as scale buyer when short staffed.

Education and Experience

High School Diploma - or the equivalent (for example, GED)

Post-Secondary Certificate - awarded for training completed after high school (for example, in agriculture or natural resources, computer services, personal or culinary services, engineering technologies, healthcare, construction trades, mechanic and repair technologies, or precision production)

Knowledge

Mechanical - Knowledge of machines and tools, including their designs, uses, repair, and maintenance.

Skills

Basic Skills

- **Active Learning-** Understanding the implications of new information for both current and future problem-solving and decision-making.
- **Active Listening-** Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times.
- **Critical Thinking-** Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.
- **Monitoring-** Monitoring/Assessing performance of yourself, other individuals, or organizations to make improvements or take corrective action.
- **Speaking-** Talking to others to convey information effectively.
- **Writing-** Communicating effectively in writing as appropriate for the needs of the audience.

Social Skills

- **Coordination-** Adjusting actions in relation to others' actions.
- **Instructing-** Teaching others how to do something.
- **Service Orientation-** Actively looking for ways to help people.

- **Social Perceptiveness-** Being aware of others' reactions and understanding why they react as they do.

Complex Problem Solving Skills

- **Complex Problem Solving-** Identifying complex problems and reviewing related information to develop and evaluate options and implement solutions.

Technical Skills

- **Equipment Maintenance-** Performing routine maintenance on equipment and determining when and what kind of maintenance is needed.
- **Equipment Selection-** Determining the kind of tools and equipment needed to do a job.
- **Operation and Control-** Controlling operations of equipment or systems.
- **Operation Monitoring-** Watching gauges, dials, or other indicators to make sure a machine is working properly.
- **Repairing-** Repairing machines or systems using the needed tools.
- **Troubleshooting-** Determining causes of operating errors and deciding what to do about it.

Resource Management Skills

- **Management of Material Resources-** Obtaining and seeing to the appropriate use of equipment, facilities, and materials needed to do certain work.
- **Time Management-** Managing one's own time and the time of others.

Work Context

Communication - weekly equipment report

Environmental Conditions - Outside majority working assisting incoming/outgoing material

Job Hazards - This includes the frequency of exposure, and the likelihood and degree of injury if exposed.

Work Attire - Dress requirements of this job

Primary Job Duties

- load weights and check them against lifting capacities to prevent overload.
- Move levers, depress foot pedals, or turn dials to operate balers, shears, wire strippers, forklifts for lifting, moving, or cutting, baling, separating, and crushing material.
- Inspect cables or grappling devices for wear and install or replace cables, as needed.
- Clean, lubricate, and maintain mechanisms such as cables, pulleys, or grappling devices, making repairs as necessary.
- Inspect daily to prevent malfunctions or damage.
- Load or unload metal from trucks or move containers to storage bins, using moving equipment.
- Review daily work or delivery schedules to determine rolloff exchanges, incoming deliveries, or special loading instructions.

Activities

Operation Monitoring - Watching gauges, dials, or other indicators to make sure a machine is working properly.

Operation and Control - Controlling operations of equipment or systems.

Monitoring - Monitoring/Assessing performance of yourself, other individuals, or organizations to make improvements or take corrective action.

Critical Thinking - Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.

Active Listening - Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times.

Note

This job description in no way states or implies that these are the only duties to be performed by the employee(s) incumbent in this position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by any person authorized to give instructions or assignments. All duties and responsibilities are essential functions and requirements and are subject to possible modification to reasonably accommodate individuals with disabilities. To perform this job successfully, the incumbents will possess the skills, aptitudes, and abilities to perform each duty proficiently. Some requirements may exclude individuals who pose a direct threat or significant risk to the health or safety of themselves or others. The requirements listed in this document are the minimum levels of knowledge, skills, or abilities. This document does not create an employment contract, implied or otherwise, other than an “at will” relationship.

Reviewed with employee by

Signature: _____ **Name (print):** _____

Title: _____ **Date:** _____

Received and accepted by

Signature: _____ **Name (print):** _____

Title: _____ **Date:** _____

The company is an Equal Opportunity Employer, drug free workplace, and complies with ADA regulations as applicable.