

Job Title: Operator- General

FLSA TYPE: Hourly

Reports To: Production Supervisor

Department: Production

Summary: Responsible for Operator – General job duties of end-of-line manual pack out and/or Dial-x operation. To ensure that parts produced are meeting customer quality specifications and all operations, up to this point, required to be completed on the part have been done.

Essential Duties and Responsibilities include, but are not limited to the following:

- Safety accountability as responsible for following all safety practices and procedures.
- Attendance regular and predictable attendance as scheduled with good attendance record
- *Complete all computer activities* (e.g. Plex quality checks, log ins, Time off tracking; and Paycom HR system as required)
- Positive Attitude keeping a positive outlook and being respectful of others
- Requires packing, inspecting of product
- Gaging of parts; and deburring as needed
- Sorting of parts, responsible for the quality of the product produced
- As needed, support overall Quality goals per the Paragon Quality Policy
- Observe work, monitor gauges, dials, and other indicators to ensure that production conforms to production or processing standards
- Perform tool changes and checks and monitor machine functions
- Blue Print Reading
- Must be able to react to deviations and contact proper personnel to remedy any problems
- Willing to train for additional assigned work as directed by Supervisor/Manager

Competency and Qualifications:

The requirements listed below are representative of the knowledge, skill, and/or ability required To perform the job successfully, an individual should demonstrate the following competencies:

- Ability to get along with others
- Speak clearly and thoroughly while working with co-workers
- Excellent attendance is required to perform this job
- Ability to listen and follow verbal instructions as well as reading and following written control plans or quality alerts
- Basic shop math, with a knowledge of the practical application of basic machining process, and a thorough understanding of manufacturing processes, and equipment required within the work cell (in example use of robot-Pick-n-place).

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. *To assure safety requirements are met, individuals must be able to complete required drug/alcohol screening with clear results; and have the regular ability to remain awake and alert.*

Education/Experience:

Min. Requirements:

- GED or High School Diploma
- Primary language is English requires proficiency both verbal and written.
- Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form.

- Ability to deal with problems in a professional manner.
- Reasoning ability must be consistent with established company policies and procedures.

Occupational Demands: This is a production area-based position requiring work within the facility in the production cell environment. Requires capacity to stand for extended periods of time, with occasional bending, lifting and/or twisting to complete routine tasks as needed. Work throughout the shift includes repetitive upper body, arm/hand/wrist movements to complete routine tasks. Successful incumbent will be able to accomplish the essential functions of the job meeting the occupational demands with/without reasonable accommodation.