



## JOB DESCRIPTION

### POSITION

**Job Title:** Screw Machine Setup / Operator  
**Status:**  Regular  Flex  
**FLSA:**  Exempt  Non-Exempt  
**Dept/Supervisor:** Area Leader  
**Location:** Manitowoc, WI

### SUMMARY

A Screw Machine Setup / Operator is a skilled professional responsible for the setup, operation, and maintenance of multiple machines within a production facility. This role requires expertise in adjusting machine settings, calibrating equipment, and ensuring that each machine is configured to produce high-quality products. The Screw Machine-Setup Operator plays a crucial role in optimizing production efficiency, meeting quality standards, and minimizing downtime.

### ESSENTIAL FUNCTIONS

1. Efficiently set up and configure multiple machines for production runs, ensuring they are calibrated to meet product specifications.
2. Monitor machine performance during production, making necessary adjustments to maintain optimal output and quality.
3. Identify and address issues with machines promptly to minimize downtime and ensure continuous production flow.
4. Maintain machines by following proper clean out procedures.
5. Adhere to safety protocols and guidelines, ensuring a secure working environment for self and colleagues.
6. Sweep or otherwise clean work areas.
7. Performs other related duties as assigned.

### EDUCATION AND EXPERIENCE

1. High School Diploma or equivalent preferred, technical certification or vocational training in machining preferred.
2. Strong machining skills are essential, including ability to assemble and fabricate parts accurately.
3. Must be proficient in SolidWorks, CAD and blueprint reading.
4. Knowledge of GD&T (Geometric Dimensioning and Tolerancing) strongly preferred.

### KNOWLEDGE, SKILLS AND ABILITIES

1. Must present basic math skills for measuring and calculations.
2. Must be able to adapt to changing production requirements and learn new equipment setups.
3. Must be reliable and detail oriented.
4. Ability to use precision measuring instruments and gauges to verify part dimensions and tolerances.
5. Must possess a strong understanding of machinery and equipment used in the manufacturing process.
6. Ability to work effectively and cooperatively both independently and as part of a team.
7. Ability to multi-task and prioritize appropriately.
8. Ability to use time productively and contribute to high levels of company operational efficiency and effectiveness.
9. Must possess commitment to safety rules and regulations.

### PHYSICAL DEMANDS

1. Ability stand, sit, walk and bend as needed for extended periods of time.
2. Ability to maneuver heavy work pieces with the assistance of lifting aids.
3. Ability to climb ladders and reach overhead regularly.