

# **Job Description: Machine Operator**

**Reports to: Shop Supervisor**

## **Summary:**

Machine Operators perform general duties in the steel fabrication shop with a focus on machine operations, including but not limited to metal cutting saws, mills, drills, flame cutting tables and torches, and CNC operations. Duties can include setup of machines and assisting machine programmers. As this is a general fabrication shop using basic hand tools, material handling, assisting welders and fitters is a part of everyday activities.

## **Duties and Responsibilities:**

- Master the Operation of assigned machines and have the ability to perform basic maintenance
- Use Cutting Lists and Bills of Material
- Operate Basic Hand Tools and Powered Hand Tools. ie Drills, Disc Grinders etc
- Operate equipment as described in company procedures
  - Metal Cutting saws
  - Cutting Torches
  - Drills
  - Material Handling Eqpt
  - Grinders
- Handle Materials – within the shop and outdoors as required
- Perform work safely and follow established work procedures
- To not abuse equipment and report equipment that requires servicing or repair
- Perform Housekeeping Duties
- Perform General Tasks as assigned by Supervisor

## **Minimum Job Requirements:**

- Steel Toed Boots
- Suitable attire for a shop environment and warm clothes for the winter
- Basic Hand Tools – (List of required Tools can be provided)
- Availability to work shift work and/or overtime
- Must be punctual and possess a strong work ethic

## **Knowledge, Skills, and Abilities Required:**

- Basic Blueprint reading skills
- Ability to read cutting lists and bill of materials

- Basic understanding and ability to identify Structural Steel Shapes
- Basic reading and writing skills
- Knowledge and respect of shop safety

**To apply for this position, please contact :**

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**by August 12, 2011**

- Able to perform physically demanding work
- Ability to communicate orally
- Ability to work in cold environments

**Working Conditions:**

- This role involves primarily work in the shop. The person in this role can spend time outdoors, as steel is stored in the yard. The employee can be exposed to all weather conditions. Some shop facilities at Capitol Steel are not heated and the employee should be prepared for cold temperatures in the winter months.

**Conditions of Employment:**

- Must follow and support company rules and policies
- Must follow company and legislated safety rules and regulations