# Organizational Data

## Position Name:

Glass Machine Operator

## Company:

Schaeffler Aerospace USA

## Organizational Unit inc. code:

## Reporting Structure:

Position name and organizational unit (inc. code) of direct superior:

Solid-line:

Production Supervisor

Dotted-line:

Position name of directly reporting employee:

Solid-line:

Dotted-line:

## Interfaces:

Internal:

Various internal production staff & management

External:

# Position Data

## Goal of position (Why was this position created?)

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|  |

## Formal prerequisites for the position (e.g. training, experience, education etc.)

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| Additional knowledge on the order of understanding decimals & using arithmetic involving decimals; comprehension of simple drawings, charts or diagrams. Equivalent to partial (technical) high school education or comparable brief shop training. Frequent lifting of up to 50 lbs. unassisted, excess of 50 lbs. assistance required. Frequent loading and unloading of machines. Considerable amount of pushing and pulling (guidance of an average of 700 lb. tubs on hoist). Operate overhead hoist, high degree of hand eye coordination required due to closeness of machines and overhead wiring. Ability to read and follow instructions, procedures and route cards. Must be able to use measuring devices.3 – 6 months experience. |

## Tasks (Description of main tasks)

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| --- |
| Operate a group of production machines to achieve specified levels of quality and production standards. Maintain machines, including preventive maintenance, including disposal of swarf from waste tanks to assure a high standard of operating efficiency. Move work to and from work area as required. Keep accurate records of production output. Assist set-up operator as required. Keep work area clean and orderly. Assist in other duties as required by supervisor. Use micrometer, snap gauges, electronic gauges to check size. Clean finish loads of work as required. Work under direction and follow established practice and clear-cut policy in performing majority of duties. Make decisions when general instructions, established methods and clearly defined precedents indicate action to be taken, but refer unusual problems to supervisor. |

In addition to the duties listed above, the position holder must carry out tasks assigned by his supervisor that are essentially related to his duties.

**Superior:**

First name, last name: Date:

Signature: ....................................................

**Employee:**

First name, last name / personnel number:

Signature\*: ....................................................

\*If the position description is valid for several employees, see the names/signatures of the position holders on the enclosed signature list.