



## Operations Job Description

No. JD903

Date: 10/27/11

Title: Press & Shear A

**Job Title:** Press & Shear A  
**Department:** Press & Shear  
**Reports To:** Press & Shear Supervisor  
**FLSA Status:** Non-exempt  
**Prepared By:** D. Grube  
**Prepared Date:** 5/02  
**Approved By:** A. Gehman  
**Approved Date:** 8/02

### SUMMARY

Sets up and operates power shear to cut metal objects such as plates, sheets, slabs, billets, or bars to specified dimensions and angles. Sets up and operates saw to cut metal to specified lengths. Sets up and operates drill press that automatically performs machining operations such as drilling, reaming, countersinking, and spot facing and tapping of holes in metal work pieces by performing the following duties.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. Other duties may be assigned.

Follows necessary MGS procedures and work instructions.

Reads paperwork or follows oral instructions to ascertain materials to be cut or drilled.

Lifts work piece manually or by hoist or crane to machine table or holding fixture and positions it against side guide and end stops.

Operates machines in safe and efficient manner.

Inspects machined work piece to ensure conformance to engineering specifications.

Follows safety guidelines and uses all required personal protective equipment.

Moves finished pieces and scrap to specified areas.

Assists with routine maintenance and cleaning in Press & Shear department.

Assists with the training of employees in the Press & Shear positions as needed.

### SUPERVISORY RESPONSIBILITIES

This job has no supervisory responsibilities.

**QUALIFICATIONS** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### EDUCATION and/or EXPERIENCE

High school diploma or general education degree (GED); and one to three months related experience.



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### **LANGUAGE SKILLS**

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals.

### **MATHEMATICAL SKILLS**

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to interpret bar graphs.

### **REASONING ABILITY**

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

### **CERTIFICATES, LICENSES, REGISTRATIONS**

No certifications required for this position.

**PHYSICAL DEMANDS** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand; walk; use hands and fingers; and reach with hands and arms. The employee frequently is required to talk or hear. The employee is occasionally required to sit and stoop, kneel, crouch, or crawl. The employee must regularly lift and/or move up to 25 pounds, frequently lift and/or move up to 50 pounds and occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

**WORK ENVIRONMENT** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly exposed to moving mechanical parts. The employee is occasionally exposed to fumes or airborne particles, toxic or caustic chemicals, and outside weather conditions. The noise level in the work environment is usually very loud.