FiTech, Inc.
Hydromat Operator Job Description

Commitment to Quality:
Quality encompasses all aspects of FiTECH's business. Every employee shares the responsibility to ensure the satisfaction of their internal and external customers by preventing the occurrence of any nonconformities relating to product and service. To that end, all employees have an obligation to identify and record any such nonconformities, and initiate solutions. Further, every FiTech employee is required to control continued processing, delivery, or containment of nonconforming product until verified solution has been implemented.

Nature and Scope:
Maintains work and record storage areas in a neat and orderly manner. Follows guide-lines established for facility visual management. Supports machining and other services' efforts to keep a continuous flow of high quality parts through the plant and to the customer, by accurately providing and reporting the significant aspects of the visual, dimensional, and process information available. Promotes plant wide safety and housekeeping as well as taking a proactive approach to preventive maintenance and quality.

Principal Accountabilities:

1) Monitors the machining equipment; maintains equipment within pre-determined set parameters. Has responsibility of correcting problems including shutting down the process as needed (must notify shift supervisor).
2) Inspects parts to assure quality, including checks with various testing equipment as well as visual checks.
3) Inspects parts through SPC charting techniques as required.
4) Performs routine and preventative maintenance, repairs and equipment adjustments on machines to provide maximum quality and machine life.
5) Performs fixture and tool changes and sampling as may be required.
6) Assists others in fixture, tool and machine assembly maintenance and repair as may be required.
7) Responsible for maintaining a clean work area around machining center.
8) Focuses on prevention rather than detection for problems in the Hydromat rotary transfer machining area primarily, but will stay involved with other departments problem solving efforts as well.

Qualification Requirements:
To perform this job successfully, an individual must be able to perform each of the principal accountabilities listed above. 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 principal accountabilities.
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Education and Experience:

One year certificate from college or technical school; or three to six months related experience and/or training; or equivalent combination of education and experience.

Reasoning Ability:

Ability to read and comprehend simple instructions, short correspondence, and memos and apply commonsense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

Mathematical Skills:

Ability to add, subtract, multiply, and divide, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and interpret bar graphs.

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 to finger, handle, or feel objects, tools, or controls; and reach with hands and arms. The employee frequently is required to talk or hear. The employee is occasionally required to climb or balance and stoop, kneel, crouch, or crawl. The employee must frequently lift and/or move up to 50 pounds.

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 regularly works near moving mechanical parts. The employee is frequently exposed to fumes or airborne particles and heat. The employee is occasionally exposed to risk of electrical shock.
Skills:

1) Run Hydromat rotary transfer machines as assigned.
2) Dry cycle machines to warm them up.
3) Run production per cycle times.
4) Visually inspect parts for defects.
5) Gage parts for defects.
6) Complete Check Sheets and Routing Tags.
7) Perform housekeeping activities such as mopping oily areas, picking up broken tooling, rags and parts.
8) Perform PM activities as required.
9) Trouble shoot and repair Hydromat rotary transfer machines:
   - Change drills and tooling per machine counters.
   - Fix hydraulic or electrical problems based on experience and abilities.
10) Set or reset tooling.
11) Perform machine setup per Hydromat Layout Sheet
    - No deviations without written approval
12) Properly shut down department machines
13) Participate on Advanced Quality Planning Teams in the construction of:
    - Process Flow Diagrams
    - Failure Mode and Effect Analysis (FMEA)
    - Dimensional Control Plans
    - Interpreting blueprints
14) Interact with other departments and companies for services, maintenance, etc.
15) Effective interaction with Team Oriented Problem Solving (TOPS) teams.
16) Run samples including capability studies and other statistical process techniques in support of:
    - PPAP submissions
    - Customer requests or concerns

Duties include but are not limited to the above tasks/skills.