

BDG Wrap Tite, Inc.

6200 Cochran Road, Solon OH 44139 P. 440-349-5400 F. 440-349-5432

# Position Description: Converting Machine Operator

**SUMMARY**

The above role's primary responsibilities are to operate special purpose machines to manufacture stretch film and stretch film products, tapes or operate any manufacturing equipment the company purchases.

**PRIMARY RESPONSIBILITIES**

* Set up and operate equipment to produce orders within specifications.
* Perform quality checks and examine product for defects (cuts, folds, alignment, and performance) to ensure customer satisfaction.
* Unload and load materials by hand; handle and box finished rolls.
* Must wear PPE and adhere to all safety rules.
* Communicate with the supervisor regarding finished work-order, job change, machine issues, quality issues etc.
* Accurately report production numbers to supervisor.
* Must be able to work with devices to measure gauge, micron, inch, foot, yard, meter and others.

**Requirements:**

* Must be able to work the scheduled shifts and required overtime.
* Employee must have basic math skills. Must be able to read and adhere to production orders.
* Responsible for maintaining a well-organized area in compliance with all company policies.
* This position requires operator to handle 30 pounds for loading the machine, packing finished products, palletizing products.
* General housekeeping of work area during shift.
* Must be able to work in a fast-paced environment.
* Satisfy the requirements of pre-employment IPCS, Drug and Background screening.
* Heavy work. Exerting up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently, and/or up to 20 pounds of force constantly to move objects.

**Exempt or Non-Exempt:** Non-Exempt

**Reporting to:** Supervisor

**Pay Rate:** Pay Grade 1

**Hours Worked/Overtime:** Scheduled shifts (36/48) other overtime with prior manager approval.

**Bonus Details Quarterly SMART Goals**