



# Example of Production Equipment Operator Job Description

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Our company is growing rapidly and is hiring for a production equipment operator. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

## Responsibilities for production equipment operator

- Inserting experience preferred
- Recording data concerning amount and type of stock cut from duties performed, including weight, length, and width
- Operating a envelope press to print variable and static names and addresses on envelopes
- Changing ink per instructions
- Set up and operate a printing press to produce special occasion items such as invitations, napkins, holiday cards
- Changing ink cuts per instructions
- Expected to proactively identify and implement production improvements in their areas of responsibilities
- Operate and maintain semi-automated production equipment in a clean room
- Perform line clearances, cleaning/sanitization and preparing equipment for operation
- Weigh, measure and check raw materials to assure proper ingredients and quantities

## Qualifications for production equipment operator

- Ability to work with technical people other production personnel
- Ability to organize work tasks and complete projects in a timely manner

- Ability to maintain accuracy in production output and generate written records preferred
- Good visual acuity preferred
- Ability to stand for long periods of time and lift a minimum of 50 pounds preferred
- Basic mechanical knowledge and the use of hand tools is strongly preferred