

	Job Description / Training Checklist Burning Machine Operator Steel Prep Department	Document #JDTC-70-004 Revision No: 2 Revision Date: 4/10/18 Issue No: 1 Issue Date: 9-16-02 Page 1 of 3
---	--	---

Position: Burning Machine Operator

Reports To: Steel Prep Supervisor

Minimum Qualifications (preferred): High school diploma or equivalent. On-job-training will be provided.

Key Responsibilities: The burning machine operator is required to be able to set-up and operate CNC burning machines (i.e. gas and plasma). Must have knowledge of the required consumables and gases used for different thickness and types of material. This position requires the ability to download programs directly to machines and through other programs. Must know how to power-up and power-down machines. The operator must understand operation/adjustment (i.e. tip height, speed, kerf, etc.) of the machine. The operator must be able to change/replace consumables (i.e. tips, etc.). Must be able to speak, read, and write the English language. Must be able to use and read measuring devices (i.e. tape measure, level, combination and framing square, etc.). The operator must keep the machine clean, lubricated and perform preventive maintenance as required. The operator is required to set-up and adjusts equipment, observe machine operations and perform final inspection of parts.

- Job responsibilities and duties for this position:
 - Knowledgeable about load ratings on all lifting devices.
 - Attach slings, ropes, cables, or chains to material for moving.
 - Use proper method of packaging, stacking, palletizing of product for transfer or shipping.
 - Loads, unloads, stacks, separates and moves parts and materials from and to machines, trucks, forklifts, and cranes.
 - Operates equipment such as forklifts, overhead cranes, production machinery, etc.
 - General clean-up duties including material, building, work area, equipment, etc. (housekeeping).
 - Attach slings, ropes, cables, or chains to material for moving.
 - Must be able to identify thickness and types of alloys of sheet and plate metals.
 - Must know material locations.
 - Position/align plates on tables or other appropriate locations.
 - Inspects material/parts for Receiving, In-process and Finished product inspection.
 - Ability to properly use measuring equipment (i.e. tape measures, scales, levels, squares, etc.).
 - Weighs, counts, packages and properly identifies parts/plate, as required, before transfer to other work areas or for shipping.
 - Daily records production information on form FM-70-006, Daily Cut Sheet – Steel Prep.
 - Completes necessary documents for shipping, receiving, maintenance, etc.
 - Cuts scrap using cutting torches (i.e. Oxygen / fuel and plasma).
 - Adheres to all shop and plant safety rules and procedures.
 - Perform miscellaneous duties as required by the supervisor.



Job Description / Training Checklist
Burning Machine Operator
 Steel Prep Department

Document #JDTC-70-004

Revision No: 2
 Revision Date: 4/10/18
 Issue No: 1
 Issue Date: 9-16-02
 Page 2 of 3

Reviewed / Approved By:	Title:	Date:
Trent Mulloy	President	4/10/18
Revised By: James Dykes	Quality Assurance Manager	4/10/18

Employee Name:			Date of Hire:
Sponsor:			(or) Date of Transfer:
Date	Trainer	Trainee	Training Received (List Document #'s Reviewed)
			1. Adheres to all Steel Prep & Plant Safety rules.
			2. Hourly Employee Handbook.
			3. Housekeeping.
			4. Forklift Training Program. (If required by position or Foreman).
			5. Quality System Orientation Training.
			6. Knowledgeable about load ratings on all lifting devices.
			7. Attach slings, ropes, cables, or chains to material for moving.
			8. Use proper method of packaging, stacking, palletizing of product for transfer or shipping.
			9. Loading, unloading, stacking, and moving product or material to and from machines, trucks, forklifts, conveyors, and cranes.
			10. Operates equipment such as forklifts, overhead cranes, production machinery, etc.
			11. General clean-up duties and responsibilities including material, work areas, and equipment.
			12. Daily records production information on form FM-70-006 Daily Cut Sheet – Steel Prep.
			13. Completes necessary documents for shipping, receiving, maintenance, etc.
			14. Weighs, counts, packages and properly identifies parts/plate, as required, before transfer to other work areas or for shipping.
			15. Able to locate and identify thickness and types of sheet and plate metals.
			16. Uses proper methods for attaching slings, ropes, cables, or chains to material for moving.
			17. Able to align/position plates on cutting tables and/or other locations.
			18. Demonstrates ability to download proper programs.
			19. Uses proper method for power-up and power-down of machines.
			20. Uses proper consumables and gases for various thickness and types of material.
			21. Adjusts machine and replaces consumables as required.

