

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.

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



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
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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.
			22. Understands scheduling and works to meet production due dates defined by supervisor, on job orders, etc.
			23. Proper process for weighing, counting, identifying, packaging and tagging material and product for transfer to other work areas or for shipping to customer.
			24. Understands and properly uses Manufacturing Documentation (i.e. departmental procedures, work instructions, forms, etc.) used during manufacturing.

			25. Properly performs Inspection of Materials during Receiving, In-process, and Finished product inspection.
			26. Properly uses measuring equipment (i.e. tape measures, scales, level, squares, etc.).
			27. Proper use of equipment and tools used while performing the duties of this position (i.e. burning machines, cutting torches, etc.).
			28. Performs miscellaneous duties as required by Supervisor.

Other important information:

- Never use an obsolete revision of a Steel Prep Operating procedure, work instruction, form, Job Description, or Training Checklist. If in doubt, the current revision status of a document is available in the Steel Prep Quality System Binder located in the “yellow” MSDS cabinet or on the departments current computer ‘Server’ drive.
- Always check the calibration status label of calibrated equipment and never use an instrument that is out of calibration.
- If a document that you are using needs revision, make the department management or the Quality Assurance office aware so the appropriate changes can be made. If it isn’t right, let someone know. You are the most accurate input for changing documents.

I have been trained on each of the items listed above and am comfortable that I can safely perform the tasks specified on my Job Description.

Employee’s Signature

Date

Sponsor’s Signature

Date

Steel Prep Supervisor

Date