

***Saw Operator***

***Houghton Lake Location***

**FLSA Status:** Non-Exempt

**Reports To:** Manager

**Summary:**

Responsible for inspection, maintenance and repair of power saws, hand tools, and fork lift. Experience reading blueprints, templates, measuring devices required. Responsible to assist with inventory management

**Education/Experience:**

High school diploma or GED. Experience reading blueprints, templates, measuring devices. Must be certified or able to be certified to operate and inspect forklift.

**Qualifications:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed are a representative of the knowledge, skill and/or ability required for each level of Saw Operator’s skills. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Essential Duties and Responsibilities include the following.** *Other duties may be assigned.*

* Set up and operate power saws to cut metallic and non-metallic work pieces
* Able to adjust/set controls for speed, feed rate, and blade tensions
* Scribes reference lines on material as guide for sawing operations according to blueprints, templates, sample parts, or specifications
* Verifies dimensions of finished workpiece using measuring device
* Assist with shop cleaning, emptying of trash cans, organization, etc.
* Operates forklift, performs regular inspections and report any issues/problems to supervisor
* Handle/load/unload material manually or using forklift
* Able to keep saw area and outside storage area clean and organized
* Measure, cut, and install rubber boards in aluminum beds
* Wears all required Personal Protective Equipment
* Make use of time and remain productive
* Excellent communication skills both verbal and written
* A demonstrated commitment to high professional ethical standards in a diverse workplace
* Ability to perform mathematical computations such as percentages, fractions, addition, subtraction, multiplication and division quickly and accurately
* Strong problem solving and documentation skills

**Overall Knowledge, Skills and Other Abilities:**

* Must have strong work ethic and time management skills
* Must be detail oriented, well organized and a self-starter
* Professional and positive attitude, reliable
* Ability to communicate effectively verbally and in writing
* Ability to interact with employees and customers in a professional manner
* Ability to work independently and with a team in a fast-paced and high-volume environment
* Emphasis on accuracy and timeliness
* Willingness to learn and grow

**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 talk, hear, stand/walk, lift/manipulate/carry/push/pull up to 50 lbs.
* Frequently required to sit, reach, handle/grip, drive, hand/foot controls, near/far acuity, depth perception, color vision, lay on back
* Occasionally required to climb, stoop, twist, crouch, kneel, lift/carry
* Extensive use of hand and/or power tools
* Must be able to climb up and down ladders and other lifting equipment
* Must be able to work from the ground, on and under medium to heavy duty trucks

**Acknowledgement:**

This job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties and responsibilities required of employees assigned to this role. By signing below the employee acknowledges and agrees to abide by items listed within the job description.

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| Print Employee Name |  | Employee Signature |  | Date |