

GSHA Quality Services

P.O. Box 1452
Ann Arbor, MI 48103



Position Title: Machine Operator

Job Responsibilities: Responsible for the set-up, to maintain, and operate the production machinery. The goal is to ensure the production procedures will be carried on smoothly to maximize the efficient running of machine.

Key Duties:

- Monitoring and maintaining warehouse equipment and machinery
- Setup manufacturing equipment/machine (start-up calibration, cleaning, etc)
- Start machinery and perform adjustments when necessary to improve performance
- Feed raw material or parts too semi-automated machines.
- Overseeing training of new or Junior Machine Operators
- Operate machinery and equipment according to instructions
- Troubleshoot issues and perform maintenance. Include checking output to spot machine-related mistakes or flaws.
- Perform routine inspections of manufacturing equipment
- Evaluate the efficiency of each unit regularly, identifying improvements as needed
- Maintain activity log

Skills and Qualifications:

- Effective communication, including speaking, writing, active listening and taking instruction
- Good leadership and training skills
- Quick troubleshooting and problem-solving skills
- Advanced knowledge of following blueprints and manuals
- Excellent mechanical skills, including comfort with using tools to make simple repairs
- Great time management
- Keen attention to details to identify maintenance, product or operations issues
- Ability to stand, sit or be in other physically demanding positions for long periods of time

Machine Operator Education and Training Qualifications:

- High school diploma or GED
- Some on-the-job training specific to the equipment the candidate will be using or completed a technical training program in industry-specific machine operation
- Safety training through the Occupational Safety and Health Administration (OSHA) may be useful or required