



LasX Industries, Inc.
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Position Description

Laser Machine Operator II

Job Title: Laser Machine Operator
Department: Precision Converting
Reports To: Production Manager or Shift Supervisor

Position Summary:

Enthusiastic, energetic, dependable, and conscientious person for operating laser systems during 1st, 2nd, or 4th shifts that process electronics and medical materials according to customer specifications.

Description:

The laser machine operator will process orders generated by the Production Manager or his/her designee in a timely and accurate manner. He/she will follow instructions provided by the work order and Supervisor to meet customer due dates and quality standards. The operator will be using a laser system (to process the work orders) that is designed with easy operator functions and equipped with the needed safety devices.

Major Duties and Responsibilities:

- Operate assigned laser for appropriate job to produce precision dimensional features according to a mechanical drawing
- Locate work orders and process them in a timely fashion according to the work order, work instruction, and production schedule
- Perform quality control checks on the processed materials and provide legible documentation
- Understand the operating features of the laser system
- Communicate progress of project to the Supervisor or appropriate manager
- Deliver completed work order with documentation to Production Manager
- Able to work with minimal supervision with a strong attention to detail
- Develop skills to allow for job set-up duties

Secondary Duties and Responsibilities:

- Perform cleaning and maintenance as required
- Support other areas of Production Services as needed
- Assist in the packaging of completed jobs
- Perform necessary secondary operation functions as required
- Consistently strive to improve personal and department performance
- Other duties as requested by the Production Manager or Supervisor

Administration Duties:

- Accurately complete time card
- Follow work order and work instruction requirements
- Complete all required documentation

Qualifications:

The Laser Machine Operator should meet these minimum qualifications:

- Three or more years experience in operating computer driven machines
- At minimum a high school diploma, with additional education a plus
- Proven history of using MS Windows computers and networks required
- Proven history of using metrology equipment for documenting part quality
- Ability to communicate with fellow employees and supervisors
- Ability to read and interpret mechanical drawings a plus
- Experience in ISO 13485 a plus, ISO 9001 required

Physical Requirements:

- Standing and walking on a concrete floor in a manufacturing environment up to 12 hours a day
- Ability to lift up to 40 pounds rolls required
- Good hand-eye coordination is a plus
- Ability to work first, second, or fourth shifts