***Job Title – Operator 3***

**Reports To: Production Supervisor**

**Purpose of Position:** **The Operator 3 is responsible for supporting the production department in all processes, procedures, operations, maintenance and running equipment to produce the highest quality parts and meet production standards utilizing the skill set outlined in the Essential Job Functions.**

**Essential Job Functions:**

* Ability to read blueprints
* Perform complete inspections without supervision
* Use of, calibration and proper maintenance of inspection equipment
* Ability to use all inspection equipment in house
* Perform complex inspection techniques
* Make offsets
* Troubleshoot machine tooling problems
* Perform setups
* Edit programs without supervision
* Ability to write complex programs / prototypes
* Ability to create fixtures
* Be a technical resource for the team
* Keep assigned machines in good working condition
* Run machines to expected level of production
* Maintain and complete documentation paperwork as necessary
* Support management in continuous improvement of processes and final product
* Maintain a clean, safety, and organized work area
* Meet or exceed productivity metrics / goals assigned
* Follow all safety processes and practices
* Perform all duties in accordance with all established quality and safety procedures/work instructions
* Other duties as may be deemed necessary

**Core HTI Values & Expectations:**

We strive to be “First Choice” for our prospective employees, customers, suppliers and strategic partners. We are mindful of our legacy; yet excited and positively embrace a future of growth, development and innovation.

We will conduct ourselves through these Core Values:

* Mutual Respect – Works well with others
* Passion for Excellence - Seeks continuous improvement
* Personal Integrity – Honest, trustworthy with a good work ethic
* Professional Communication – Internal and External
* Adaptability – Flexible with changes
* Accountability - Punctual and Reliable
* Results Focused - Problem solver / requires minimum supervision
* Productivity Driven – Manage resources (time, materials) to achieve maximum productivity
* Good Attitude
* Follow through – *Do what you say you are going to do.*

**Skills & Qualifications:**

* 5+ years of directly related experience with the Essential Job Functions outlined
* Ability to add, subtract, multiply, divide all units of measure, using whole numbers, common fractions and decimals
* Ability to complete tasks with minimal supervision
* Ability to read and write in English
* Basic computer skills including data input
* Ability to lift and carry up to 40lbs frequently
* Ability to walk, stand, sit, bend, squat and reach frequently
* Exemplary communication and team work skills
* Fast paced worker with a good work ethic and willingness to learn are essential traits for this position

**Work Environment:**

Employee works in a typical machine shop environment and office environment. The work environment will remain gun friendly and gun safe. The noise level in the work environment is usually moderate however some loud noises occasionally occur.

**Disclaimer:** The above statements are intended to describe the general nature and level of work being performed by employees assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties and/or skills required of all employees within this class. I understand that the purpose of this job description is to provide the employee with the essential functions of the position. It is not an employment contract and should not be construed as such. Furthermore, no promise, statement or writing made by a supervisor may be interpreted to constitute an employment relationship other than “at will.” I understand that management may assign to me duties that may be outside the specifications of this job description.

**Accommodations:** Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the position. This is an accurate description of the essential functions of my position.

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Employee Signature Date

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Employee Name