

# Production Operator

Performs multiple tasks on an assigned team, project or functional area. Tasks will typically be performed within full-scale production manufacturing operations and include tasks such as non-routine and non-repetitive production electronic, mechanical, electromechanical assembly; quality assurance and reliability testing following established methods and procedures; production scheduling and control; and coordinating, planning, and expediting the flow of material, parts, and assemblies. May monitor and verify quality in accordance with statistical process or other control procedures. Must pass all job-specific or specialized certification programs required for core tasks or specialized assignments. May provide training to less experienced team members. Participates in program or functional team projects developing process improvement methods, solutions and procedures to enhance program quality, cost and scheduling.

Level 1		Level 2		Level 3		Level 4	
Production Operator I		Production Operator II		Production Operator III		Sr. Production Operator/Sr. Lead Production Operator	
Knowledge	Little or no knowledge of the job. Moderate understanding of general job aspects and some understanding of the detailed aspects of the job. Basic shop math including measuring ratios by weight and volume. Ability to follow written and verbal instructions. Must be able and willing to work in a team environment.	Full knowledge of the job. Substantial acquaintance with, and understanding o,f general aspects of the job with a broad understanding of the detailed aspects of the job. Basic shop math including measuring ratios by weight and volume. Ability to follow written and verbal instructions. Ability to read and understand blueprints and shop orders. Ability to give input to Manufacturing Engineers creating and modifying work instructions. Some training of less experienced operators is required. Must be able and willing to work in a team environment.		Considerable knowledge of the job. Complete acquaintance with, and understanding of, the general and detailed aspects of the job and their practical applications to problems and situations ordinarily encountered. Ability to follow and give written and verbal instructions. Ability to read and understand blueprints and shop orders. Basic shop math including measuring ratios by weight and volume. Ability to give input to Manufacturing Engineers creating and modifying work instructions. Training of less experienced operators is required. Must be able and willing to work in and promote a team environment.		Extensive knowledge in specialized functions. A wide and comprehensive acquaintance with, and understanding of, both general and specific aspects of the job and their practical application to complex problems and situations ordinarily encountered. Ability to follow and give written and verbal instructions. Ability to read and understand blueprints and shop orders. Basic shop math including measuring ratios by weight and volume. Ability to give input to Manufacturing Engineers creating and modifying work instructions. Training of less experienced operators is required. May be the Lead Operator in a specific area. Must have appropriate quality inspection knowledge and/or certification. Must be able and willing to work in and promote a team environment.	
Supervision Received	Close supervision involving detailed instructions and constant checking on work performance.	General supervision and instructions given for routine work and detailed instructions given for new activities or special assignments.		Limited supervision. No instructions needed on routine work and general instructions given on new lines of work or special assignments.		Minimal supervision. Work may be done without established procedures.	
Consequence of Errors	Errors can be easily and quickly detected within the immediate work unit and would result only in minor disruption or expense to correct.	Errors may be detected and corrected but may cause moderate loss of time or customer/user dissatisfaction.		Errors may be difficult to detect and would normally result in loss of customer business, material or equipment to resolve.		Errors are very difficult to detect and would normally require significant expenditures to resolve.	
Contacts	Contacts are primarily within immediate work unit. Contacts involve obtaining or providing information requiring little explanation or interpretation.	Contacts are typically with individuals within own department and occasionally with contacts outside own organization. Contacts involve obtaining or providing information or data requiring some explanation or interpretation.		Contacts are frequent with individuals representing other departments and/or representing outside organizations. Contacts involve obtaining or providing information or data on matters of moderate importance to the function of the department or which may be of sensitive nature.		Contacts are frequent with individuals representing outside organizations and/or individuals of significant importance within the company. Contacts involve planning and preparation of the communications, require skill, tact, persuasion and/or negotiation to accomplish the objectives of the communication.	
Work Products (Examples may include but are not limited to)	Depending on work area assigned: Must be able to use basic hand tools and fixturing. Must use PPE appropriate to the use of chemicals and protection from other hazards. Must be able to lift at least 35 pounds.	Depending on work area assigned: Must be able to use basic hand tools and fixturing. Must use PPE appropriate to the use of chemicals and protection from other hazards. Must be able to lift at least 35 pounds.		Depending on work area assigned: Must be able to use basic hand tools and fixturing. Must use PPE appropriate to the use of chemicals and protection from other hazards. Must be able to lift at least 35 pounds.		Depending on work area assigned: Must be able to use basic hand tools and fixturing. Must use PPE appropriate to the use of chemicals and protection from other hazards. Must be able to lift at least 35 pounds.	

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Minimum Education and Experience	High School Diploma or equivalent. Basic computer input experience.	High School Diploma or equivalent. Basic computer input experience. A J-standard solder certification and WHMA-A-620A is required for many jobs.		High School Diploma or equivalent. Experience with Microsoft Office products. A J-standard solder certification and WHMA-A-620A is required for most jobs.		High School Diploma or equivalent. Experience with Microsoft Office products. A J-standard solder certification and WHMA-A-620A is required for most jobs.	