

JOB DESCRIPTION – LASER OPERATOR
GRAIN BELT SUPPLY COMPANY, INC.
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Job Title: Laser Operator
Department: Laser
Reports to: Laser Manager
FLSA Status: Non-Exempt
Prepared by: CDH
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Summary

Operates CNC laser machines. Laser sheet metal components from raw materials to assemble structural forms such as machinery frames, tanks, custom jobs, material handling components like but not limited to, gates, valves, ladder, cage, probes, distributors, elbows, flanges, feeders, spouts, grates, loading systems, bucket elevators, drag conveyors and other material handling parts by performing the following duties.

Essential Duties and Responsibilities

To do this job successfully, an individual must be able to perform each essential duty satisfactorily. (Other duties may be assigned by the Manager.)

- Reads and interprets blueprints, engineering specifications, and work orders to determine machine setup, production methods, and sequence of operation.
- Pulls raw materials such as plates, sheets, structural shapes, coils, etc., for laser
- Loads CNC programs and operating parameters into laser machines.
- Designs and constructs templates and fixtures, as assigned by Supervisor.
- Sets up and operates laser machine per standard operating procedures and follows maintenance.
- Positions work piece against stops and guides to secure metal sheet for cutting.
- Starts machine and observes machine operation to verify cutting properly, adjusting machine if necessary to meet cutting speeds.
- Verifies conformance of work piece to blue print specifications or supervisory instruction utilizing precision measuring instruments to maintain dimensional tolerances.
- Scrapes dross, grinds or sands parts as required.
- Keeps laser machine running at full capacity.
- Performs daily, weekly, and quarterly maintenance as assigned and maintains maintenance records in log book.
- Works at different work stations as production needs require.
- Produce finished product within acceptable time standards and in conformance to company quality requirements.

Supervisory Responsibilities

This job has no supervisory responsibilities.

Competencies

To perform the job successfully, an individual should demonstrate the following competencies:

Analytical – Synthesizes complex or diverse information

Design – Uses feedback to modify designs; demonstrates attention to detail.

Technical Skills – Pursues training and development opportunities; shares expertise with others.

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REV 0 - Initial Release

9/18/2009

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REV 1 – Physical Demands

5/12/2016

Customer Service – Responds to requests for service and assistance; meets commitments.

Interpersonal Skills – Listens to others without interrupting; keeps emotions under control; remains open to others' ideas and tries new things.

Oral Communication – Speaks clearly and persuasively in positive or negative situations; listens and gets clarification; responds well to questions.

Written Communication – Writes clearly and informatively; edits work for spelling and grammar; able to read and interpret written information.

Teamwork – Contributes to building a positive team spirit; puts success of team above own interests; supports everyone's efforts to succeed.

Quality Management – Looks for ways to improve and promote quality; demonstrates accuracy and thoroughness.

Cost Consciousness – Develops and implements cost saving measures; conserves organizational resources.

Ethics – Treats people with respect; keeps commitments.

Organizational Support – Follows policies and procedures; supports organization's goals and values.

Judgment – Includes appropriate people in decision making process; makes timely decisions.

Motivation – Demonstrates persistence and overcomes obstacles.

Professionalism – Reacts well under pressure; accepts responsibility for own actions; follows through on commitments.

Quality – Demonstrates accuracy and thoroughness; monitors own work to ensure quality.

Quantity – Meets productivity standards; completes work in timely manner.

Safety and Security – Observes safety and security procedures; reports potentially unsafe conditions; uses equipment and materials properly.

Adaptability – Able to deal with frequent change, delays, or unexpected events.

Attendance/Punctuality – Is consistently at work and on time.

Dependability – Keeps commitments; completes tasks on time or notifies appropriate person with an alternate plan.

Innovation – Meets challenges with resourcefulness; generates suggestions for improving work.

Qualifications

The qualifications listed below are representative of the knowledge, skill, and/or ability required.

- **Education and/or Experience**

High school diploma or general education degree (GED); or one to three months related experience and/or training; or equivalent combination of education and experience.

- **Language Skills**

Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write simple correspondence. Ability to effectively present information in one-on-one and small group situations to customers, clients, and other employees of the organization.

- **Mathematical Skills**

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, percent, and to draw and interpret bar graphs.

- **Reasoning Ability**

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

- **Computer Skills**

To perform this job successfully, an individual should have knowledge of manufacturing software.

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 constantly required to stand; use hands to finger, handle, or feel and reach with hands and arms. The employee is frequently required to walk; climb or balance; stoop, kneel, crouch, or crawl and talk or hear. The employee is occasionally required to sit. The employee must constantly lift and/or move up to 25 pounds, frequently lift and/or move up to 50 pounds and occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, peripheral vision, depth perception and ability to adjust focus.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

While performing the duties of this job, the employee is constantly exposed to moving mechanical parts. The employee is occasionally exposed to fumes or airborne particles; toxic or caustic chemicals and vibration. The noise level in the work environment is moderate.