

## YUKEN America, Inc.

**Position Title:** Operator  
**Department:** Production  
**Location:** Wixom, MI  
**Report to:**

**FLSA Status:** Non-Exempt  
**Date Last Modified:** October 2024  
**Current Incumbent:**

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### General Position Summary

Under close supervision, this position operates production machine tools to produce the Company's products. Due to the nature of this position, this position must understand that it is required to handle hazardous materials.

### Essential Job Functions

#### Operations

**90%**

- Sets up the production equipment and supplies before executing the job orders.
- Responsible for completing job duties in accordance with the production procedures.
- Operates equipment safely and effectively for production processing under the guidance of the supervisor.
- Ensures that equipment is maintained in good and safe working condition.
- Inspects equipment to identify any replacements, malfunctions, and repairs.
- Follow safety procedures and company policies for equipment operation.
- Identify and report unsafe operations to the supervisor immediately.
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#### Other & Miscellaneous

**10%**

- Seeks constant improvement, more efficient and less expensive ways and means in work processes.
- Performs special projects and other miscellaneous duties as assigned by the president.
- Follows up to complete any assigned work.
- Maintains high ethical standards in the workplace.
- Maintains good communication with the other staff members.
- Reports all irregular issues and problems to the supervisor for solution.
- Responsible for maintaining a clean and safe working area.

### Job Competencies (Knowledge, Skills, & Abilities)

#### Critical Competencies

- Functional skills to operate production machines.
- Knowledge of handling hazardous materials.
- Attendance & Punctuality – Be at work or at meetings when expected. Contacts the appropriate party if lateness or absence is expected.
- Math Skills (Basic) – Ability to use addition, subtraction, multiplication and division for common applications such as measuring, recording and converting data.
- Product Knowledge – Maintain an up-to-date knowledge of the company's products and/or services.
- Technical Communication – Able to communicate (reading, writing, speaking) by using specialized vocabulary, terminology, and concepts.

#### Other Competencies

Accuracy, Attention to Detail, Communication, Confidentiality, Flexibility/Adaptability, Initiative/Follow Through, Office Equipment Usage, Computer Usage, Multi-Tasking

## Qualifications

### Education Requirements

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

### Work Experience

Six months to one year of production operation experience.  
Experience in chemical production operations is desirable.

### Supervisory Responsibilities

No

### Certificates / Licenses / Training Requirements

Forklift operation certificate

### Travel

None

## Work Environment & Physical Demands

### Work Environment

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

- Work Environment: Work is typically performed in a production environment.
- Wearing safety equipment such as safety glasses, gloves, protective clothing, earplugs, mask, and steel-toe shoes are required while performing the jobs in the production area.
- Must be able to use a variety of tools and equipment related to functional areas.
- Noise Levels: Very Loud while in the production area.

### Essential Physical Tasks

The physical demands described here are representative of those that must be met by an employee to successfully the essential job functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

- While performing the duties of this position, the employee is required to frequently stand, walk, use hands and fingers and reach with hands and arms.
- The employee is required to lift and/or move up to 60 pounds.
- Specific vision abilities include the ability to read and analyze data in hard copy and on a computer screen, measure or identify using eyesight and adjust vision focus. The employee must be able to distinguish the colors.
- Verbal & Written Communications – Able to communicate verbally and in writing to individuals and groups.
- Telephone Communications – Able to communicate verbally using a telephone.

**The above job description identifies the essential job functions and skills needed by the person or persons assigned to this position. These job functions and skills are not intended to be a complete and exhaustive list of all responsibilities, duties, and skills required. Reasonable accommodations may be made to enable individuals with disabilities to perform essential job functions. Any**

**accommodations made must be stated in writing and attached to this job description. The information contained herein is subject to change at the company's discretion.**

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Manager Signature

\_\_\_\_\_  
Date