

California Job Order Bulletin Board Print Document

Job Order: **16148932**

Print Date: **10/16/2018 2:47:18 PM**

Job Title: **Tech Machine Operator, Entry**

Type of Job:

Job Time Type: **Full Time (30 Hours or More)**

Job Description:

Job Purpose:

Sets up, modifies existing programs, and/or operates computer numeric controlled equipment to promote safe, efficient operations.

Essential Functions:

- Sets up and operates technical equipment.
- Sets up and operates computer numeric controlled (CNC) equipment.
- Must be able to read prints and measuring devices.
- Must be able to help troubleshoot equipment.
- Requires some guidance from Team Leader or Production Supervisor.
- Checks product for quality and completeness.
- Places parts in specified relationship to each other.
- Works at different workstations to meet production requirements.
- Works under direct supervision on duties and tasks that are standardized, selecting from written instructions and established procedures.
- Resolves routine questions and problems, referring more complex issues to higher levels.
- Must be able to work under minimal or no supervision.
- Minimizes the scrapped material being produced by machinery.
- Follows all the safety regulations and procedures. Identifies potential hazards in the work area.
- Performs all duties of production associate.
- Attends all scheduled safety meetings.
- Maintains good housekeeping in work area.
- Must be able to use and read tape measure.
- Must be able to read and follow production work orders.
- Reports type and quantity of parts made or worked on.
- Performs overtime as assigned.
- Performs other duties as assigned.

QUALIFICATION GUIDELINES

Required Qualifications:

- A minimum of a high school diploma or equivalent plus prior technical experience is preferred.
- Good communication skills, good basic mathematical skills, and good analytical abilities.
- Good teamwork skills, able to meet quality requirements, flexible, and able to meet and maintain performance standards.
- Must be flexible with required working hours, including overtime.

- Must be flexible within the department and willing to flex to other departments as needed

ADA Requirements:

Must be able to routinely lift up to 50 pounds to shoulder level and to occasionally bend and/or stoop. Must be able to stand for a minimum of 8 to 10 hours. Must be able to use a computer, tape measure, 2-wheel dolly, 4-wheel dolly, pallet jack, electric drill, and air drill. Will be required to wear proper protective equipment including, but not limited to, protective eye and/or hearing equipment to safely perform job duties. Must be able to work in and adjust to varying temperatures and associated environmental factors, and to adapt quickly to physical applications requiring varying motor skills.

Occasionally required to sit

Frequently required to walk

Constantly required to stand, bending neck and wrist

Never required to squat, climb, kneel or crawl

Repetitive use of hands

Constantly requires grasping, power grasping, manipulation, pushing, pulling and reaching with the hands

Occasionally lift 75 to 100 lbs

Occasionally carry up to 75 lbs

Occasionally required to operate forklift

Never required to walk on uneven ground

Exposure to excessive noise, extreme temperatures, humidity, wetness, gas, fumes, dust & chemicals

Never works at heights

Requires operation of foot controls & repetitive foot movements.

Must wear required safety equipment

Never required to work with bio-hazards such as blood borne pathogens, sewage, hospital waste, etc.

(Management reserves the right to change, rescind, add or delete the duties and responsibilities of positions within the job description at any time.)

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APPLY

Requisition #1450

Minimum Age:

Hiring Requirements:

Education Level: **High School Diploma or Equivalent**

Requires a Drivers License: **No**

Pay Comments: **DOE (Depends on Experience)**

Benefits: **Medical, Dental, Life Insurance, Vision, Vacation, Holidays, Sick Leave, 401K**

Job Application Methods Accepted: **Provide a CalJOBS Resumé Online (recommended), Via Company Website (Address provided below)**

Company Website: **<https://virco.com/careers>**

Application Comments: **Apply for Tech Machine Operator, Entry - 2nd Shift - Wood Shop using the link below:**

https://workforcenow.adp.com/mascsr/default/mdf/recruitment/recruitment.html?cid=22866b14-9feb-4aff-82ce-3a502a29d90f&cclid=19000101_000001&jobId=240734&lang=en_US&source=CC4

Employer Information:

Virco Mfg. Corporation

2027 Harpers Way

Torrance, CA 90501

Contact: **Sandra Donahue**

Phone: **(310) 533-0474 ext 3213**