

<b>Position Title:</b>	Machine Operator and Process Worker	<b>Name:</b>	
<b>Reports to:</b>		<b>Location:</b>	
<b>Start Date:</b>		<b>Department:</b>	
<b>Primary Purpose of Position:</b>			
The overall purpose and objective of this position is to operate machinery in a safe and competent manner with the ability to follow safe work instructions.			

### Key Responsibilities & Duties:

#### Major Responsibilities include but are not limited to:

#### 1. Major Accountabilities

##### *(Generic Responsibilities)*

- Operate machines as directed by the Supervisor
  - Follow all production directions
  - Report any production errors
- Maintain standard of housekeeping ensuring work area is clean, tidy, and without trip or other hazards
- Implement quality assurance procedures and requirements
- Inspect machines prior to use
- Run machines as directed and under supervision

##### *(OHS Responsibilities)*

1. Know and understand the company's Site Safety Management Plan
2. Ensure all activities are conducted in accordance with all OHS requirements
3. Follow Safe Work Instructions at all times
4. Follow the company's policies and procedures
5. Report all incidents
6. Ensure health and safety of self and others in the workplace is paramount

#### 2. General:

- Meet attendance requirements
- Work without constant supervision
- Be effective in meeting deadlines
- Produce accurate and quality work
- Achieve improved business performance
- Meet all requires of employment contract
- Implement company policies as required

#### 3. Working Relationships

**Internally** this position works with:

- Factory Supervisor
- Factory team

**Externally** key working relationships are with:

- Clients
- Vendors

<b>Key Competencies</b>
<ul style="list-style-type: none"> <li>• Ability to work autonomously and as part of a team</li> <li>• Good communication skills</li> <li>• Understanding of safe work instructions</li> <li>•</li> </ul>

<b>Agreement</b>
<p>I have read this Position Description and confirm that:</p> <ul style="list-style-type: none"> <li>• I fully understand the content and agree that it forms the basis of my employment at UBT</li> <li>• I understand that the company may change the Position Description from time to time to suit the needs of the business</li> </ul> <p>Signed Employee:.....Date:.....</p> <p>.....</p> <p>Signed Manager:.....Date:.....</p> <p>....</p>