



## **Job Title: Machine Operator II (Spring Department)**

### **Position Summary**

The Machine Operator is responsible for safely and efficiently operating one or more production machines used to manufacture compression, extension, and torsion springs from round and flat wire, as well as equipment that punches, stamps, and forms flat stock and round wire. This position monitors production processes, performs required quality inspections, makes routine machine adjustments, and maintains accurate production documentation to ensure products consistently meet customer specifications and Wolverine Coil Spring quality standards.

The Machine Operator plays an important role in supporting safe, efficient production while maintaining a strong focus on quality, productivity, and continuous improvement.

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### **Key Responsibilities**

- Prepare, load, and maintain raw materials required for assigned production equipment.
- Operate assigned machinery safely and efficiently in accordance with established work instructions, control plans, and production requirements.
- Measure and inspect springs, clips, and other manufactured components for conformance to specifications using the measuring devices identified in the applicable control plan.
- Perform routine machine adjustments as necessary to maintain consistent production and product quality.
- Identify machine performance concerns and notify the Set-Up Technician when equipment malfunctions or requires additional troubleshooting or adjustment.
- Stress-relieve parts as required by customer specifications and established processes.
- Perform required Statistical Process Control (SPC) checks, quality audits, and last-piece layouts.
- Accurately complete and maintain all required production, process, and quality documentation for assigned machines.
- Maintain equipment as directed and support established preventative maintenance and housekeeping expectations.
- Select, retrieve, and properly check out materials required to maintain production using established warehouse procedures.

- Complete labor and production reporting accurately and on time each shift.
  - Follow all company safety policies, procedures, work instructions, and quality requirements.
  - Participate in and support departmental and company-wide continuous improvement activities.
  - Maintain a clean, organized, and safe work area.
  - Perform other reasonable duties as assigned by the Department Leader.
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## **Qualifications**

### **Education**

- High school diploma or GED required.

### **Experience**

- Previous manufacturing or machine operation experience required.

### **Technical Knowledge**

- Basic math & measuring skills required.
  - Ability to read, understand, and follow work instructions, blueprints, control plans, and production documentation.
  - Ability to use basic measuring and inspection equipment accurately.
  - Ability to recognize production or equipment concerns and communicate them appropriately.
  - Strong attention to detail and commitment to producing quality work.
  - Ability to work effectively both independently and as part of a team.
  - NCRC Silver Level preferred.
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## **Physical & Work Environment**

- Work is performed primarily in a manufacturing environment around production machinery and equipment.
  - Must be able to stand and move throughout the work area for extended periods.
  - Requires regular use of hands and arms to operate equipment, handle materials, and perform inspections.
  - Must be able to safely lift, move, and handle materials and parts associated with assigned production processes.
  - Must be able to wear and properly use required personal protective equipment (PPE).
  - Must be able to perform the essential functions of the position safely, with or without reasonable accommodation.
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## **Key Competencies**

**Safety Focus:** Consistently follows established safety procedures, identifies potential hazards, and takes personal responsibility for maintaining a safe work environment for themselves and others.

**Quality Focus:** Maintains close attention to product specifications, inspection requirements, and process controls to ensure parts consistently meet customer and company quality standards.

**Machine Operation:** Safely and effectively operates assigned production equipment, monitors machine performance, and makes routine adjustments to maintain consistent production.

**Attention to Detail:** Accurately performs inspections, measurements, documentation, material transactions, and labor reporting while maintaining focus throughout repetitive production processes.

**Problem Solving:** Recognizes abnormalities in equipment, materials, or product quality and takes appropriate action within the scope of the role, escalating concerns when additional technical support is required.

**Reliability & Accountability:** Demonstrates consistent attendance, follows established procedures, completes assigned responsibilities, and takes ownership of the quality and accuracy of their work.

**Communication:** Clearly communicates production, quality, equipment, and material concerns to Set-Up Technicians, Department Leaders, and other team members.

**Teamwork:** Works cooperatively with Production, Quality, Set-Up Technicians, Material Handling, and other departments to support safe and efficient operations.

**Organization:** Maintains accurate documentation, properly manages production materials, and keeps assigned equipment and work areas clean and organized.

**Continuous Improvement:** Actively supports improvement initiatives and looks for practical opportunities to improve safety, quality, productivity, and efficiency.