Membrane Process & Controls, Inc.

Job Description

Job title: Machine Operator

Work Location: Edgar, WI - Main Office

Division/Department: Fabrication

Reports to: Skid Shop Supervisor

■ **Full-time**	☐ **Exempt**
☐ **Part-time**	■ **Nonexempt**

Essential Duties and Responsibilities:

Primary responsibility is the safe, accurate, and efficient setup and operation of T-Drill and other automated machining equipment used to produce mechanically formed branch outlets in stainless steel pipe and tubing for sanitary process systems. The Machinist also verifies product quality, maintains production documentation and equipment, and supports related fabrication work. This position is available on either first or second shift, with a shift premium provided for second-shift hours.

- Review fabrication drawings, cut sheets, and job specifications; verify tube size, wall thickness, branch size, location, and orientation.
- Complete and document base-material verification before processing, confirming the material grade, heat or lot identification, dimensions, wall thickness, and traceability against applicable work orders, drawings, and material records.
- Accurately measure and lay out branch locations using tape measures, calipers, squares, angle gauges, templates, and other inspection tools.
- Select and install the correct collaring head, pilot-hole, trimming, or beveling tools and load the appropriate machine program or operating parameters.
- Develop, load, verify, and execute CNC machine programs in accordance with fabrication drawings, job specifications, and approved processes.
- Load, position, rotate, support, and secure pipe or tube using approved material-handling equipment and safe lifting practices.
- Operate the T-Drill through required work cycles, including pilot-hole milling, collar forming, trimming, and weld-preparation operations.
- Monitor machine performance, tooling, and lubrication and make authorized adjustments to maintain quality and productivity.
- Inspect finished branch outlets for correct size, location, angle, height, roundness, surface condition, and weld preparation; identify cracks, burrs, distortion, or other defects.
- Perform quarantine-control activities for nonconforming or suspect material, including identification, segregation, status labeling, documentation, and communication with the supervisor, Quality, or Engineering.
- Complete job travelers, inspection records, material-traceability documentation, production counts, and labor reporting accurately and on time.
- Perform welding and related fabrication duties as assigned, particularly during periods of reduced machining workload, to support production schedules and overall shop priorities.
- Inspect, clean, and properly store tooling; report worn or damaged tools and perform routine preventive maintenance and basic troubleshooting.
- Follow all PPE, guarding, lockout/tagout, and machine-safety requirements; never bypass safety devices and promptly report hazards or equipment faults.
- Maintain a clean and organized work area and assist with pipe preparation, sawing, drilling, deburring, grinding, material handling, and other assigned shop duties.
- Maintain dependable attendance, follow company policies, communicate respectfully, and support team priorities and continuous improvement efforts.

Education and/or Work Experience Requirements:

- Minimum: High school diploma or GED required.
- One or more years of experience in machining, metal fabrication, pipe or tube fabrication, or industrial machine operation is preferred.
- Previous experience operating T-Drill, CNC, or other automated metal-forming equipment is preferred.
- Ability to read and interpret fabrication drawings, dimensional callouts, work instructions, and production documentation.
- Working knowledge of shop math, including fractions, decimals, angles, and basic dimensional calculations.
- Ability to accurately use common measuring and inspection tools.
- Mechanical aptitude, basic computer skills, and the ability to use a machine control panel or human-machine interface (HMI).
- Strong communication, teamwork, problem-solving, and the ability to work independently within assigned instructions.
- Experience with overhead cranes, hoists, forklifts, or other material-handling equipment is preferred; certification may be completed after hire.

Physical Requirements:

- Ability to safely and successfully perform the essential job functions consistent with the ADA, FMLA, and other applicable federal, state, and local standards.
- Ability to maintain regular, punctual attendance consistent with applicable federal, state, and local standards.
- Ability to stand and walk for extended periods and frequently bend, reach, squat, kneel, push, pull, and use hands for repetitive machine and tool operation.
- Ability to regularly lift and carry up to 50 pounds and move heavier or awkward material using team lifting or approved mechanical assistance.
- Adequate vision, depth perception, hearing, and manual dexterity to operate machinery and perform precise measurements and inspections.
- Ability to wear required personal protective equipment, including safety glasses, hearing protection, safety footwear, gloves, and other task-specific protection.
- Ability to work in a manufacturing environment with moving machinery, sharp metal edges, noise, vibration, metal chips, lubricants, welding activity, and varying temperatures.
- Willingness and ability to work extended shift lengths, as required by production needs, while working collaboratively as a supportive team player.

Print Employee Name:

Employee signature: **Date:**