

## POSITION DESCRIPTION

POSITION TITLE: Spring Coil Setter/Operator A

DEPARTMENT: Coiling

JOB RELATIONSHIPS:

Reports to: Vice President, Operations

Supervises: No one

BASIC FUNCTION: Perform duties to setup and operate a limited range of automatic and EN/CNC spring coiling machines, within assigned area of responsibility in accordance with job specifications, established quality standards and production rates.

PRINCIPAL DUTIES AND RESPONSIBILITIES:

1. \* Review manufacturing order, job card and print to determine machine to set, material needs, spring configuration and dimensions.
2. \* Request material required and verifies material received with job print for accuracy.
3. \* Pull required tooling based on wire size.
4. \* Tear down previous setup and place tools in proper location.
5. \* Plan setup, locate, position and secure tooling in place, (place wire coil on payoff reel and feed into machine).
6. \* Run sample springs to set proper outside and/or inside diameter, amount of wire feed, variable diameters, pitch and type of spring ends, and make necessary diameter, tooling and feed adjustments.
7. Check and submit sample springs to supervisor and Quality Department for approval to run job.
8. \* Operate and monitor machine operation, inspect and chart part dimensions and load as required, and make necessary machine adjustments to maintain part quality standards.
9. \* Stress relieve springs as prescribed if in-line oven is used.
10. Move material to grinding or inspection area with required paperwork and arrange for excess material to be returned to stock.
11. \* Notify supervisor or designated personnel of unusual part, equipment or material problems.
12. \* Properly and safely use machine tools, band saw, micrometers, dial caliper, load test equipment, gauge pins, height gauge, comparator, hand truck, hand pallet jack and hand tools.
13. \* Follow safety rules and keep work area in a clean and orderly condition.
14. \* Train new hires, apprentices and less experienced setter/operators, as directed/required.
15. Perform other related duties as assigned.

\* = Essential duties of the job.

**POSITION REQUIREMENTS AND SPECIFICATIONS:**

- A minimum of 5 years performing progressively more complex spring coil setup.
- Demonstrated ability to properly use micrometers, dial calipers, load test equipment, gauge pins, height gauge, comparator, hand pallet jack and hand tools.
- Demonstrated ability to perform diversified and complex work including, but not limited to, setting up and operating full range of automatic and/or CNC spring coiling machines.
- Proven ability to successfully work within assigned area of responsibility in accordance with job specifications established quality standards and production rates, and work from set up sheets and from prints, job cards, job sample, routing tags, manufacturing shop orders and instructions.
- Ability to exercise sound judgment to plan setups, locate position and secure tooling in place and make necessary diameter, tooling and feed adjustments, within the limitations of standard methods and procedures.
- Ability to exert physical effort required to handle material and tools, which is equivalent to frequently lifting or moving average to heavy material.
- Ability to perform with continuous mental and visual attention required setup and operate automatic coiling machine, involving repetitive or diversified work requiring constant alertness or activity.
- Ability to plan setups, locate position and secure tooling in place and make necessary diameter, tooling and feed adjustments, within the limitations of standard methods and procedures.
- Must be able to use hands to finger, handle, or feel, and reach with hands and arms. The employee frequently is required to walk and sit.
- Must be able to read, write and speak English for communication purposes only.
- Must be able to follow instructions and produce parts in accordance with written set up procedures.
- Must be able to meet established deadlines.
- Capable of standing, walking and/or sitting, as required for full shift.
- Ability to exert physical effort required to handle material and tools, as well as frequently and properly lift or move 50 pounds.
- Ability to perform with continuous mental and visual attention required setup and operate automatic coiling machine, involving repetitive or diversified work requiring constant alertness or activity, regular exposure to moving mechanical parts and a usually loud noise level in the work environment.

<b>SALARY RANGE:</b>	<input type="checkbox"/> Exempt <input checked="" type="checkbox"/> Non-exempt	<input type="checkbox"/> Union <input checked="" type="checkbox"/> Non-Union
<b>POSITION CODE:</b>	Prepared by: <b>Linda M. Wolff</b>	
<b>Historical Background:</b>		<b>Date Reviewed:</b>
<input type="checkbox"/> New position <input checked="" type="checkbox"/> Revised job description		<b>Date Revised: 8/27/2009</b>
<b>APPROVALS</b>		
<b>Immediate Supervisor</b>	<b>Director, Human Resources and Safety</b>	
<b>Next Level Supervisor</b>	<b>Executive Approval, where required</b>	