



Position Plan: Operator Assistant

Rekluse Vision:

We, a team of inspired people, create our future through innovation with integrity, passion and excellence.

We create solutions and opportunities to enrich the lives of our customers, Rekluse team, shareholders, partners and the communities in which we live.

Together, we are more than we could be alone.

Position Responsibilities and Objectives:

The Operator Assistant will help with all support duties for the machine shop including loading parts, checking dimensions, sawing, broaching, tumbling and deburring parts and general clean up. This individual will also become familiar with print reading, measuring techniques and machine tool operation/maintenance.

Education and Experience:

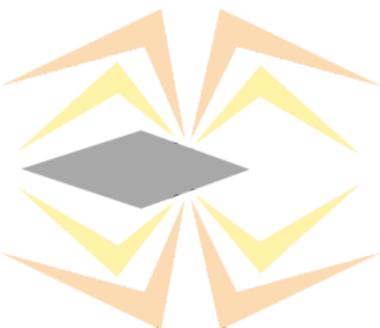
- 1 year of manufacturing experience
- Excellent Communication skills (verbal and written)

Skills:

- Positive attitude and able to work as a team
- Able to multi-task in a fast paced work environment
- Familiar with OSHA compliance and Manufacturing Safety Guidelines
- Detail oriented, responsible, with excellent organizational skills
- Able to work independently and efficiently to meet deadlines
- Understanding of manufacturing process and associated software
- Excellent critical thinking and problem solving skills
- Able to successfully manage multiple projects simultaneously
- Computer proficiency
- Excellent written and verbal communication skills
- Good understanding of relational databases, excel, and word
- Excellent work ethic
- Excellent team player

Functional Outline:

- Assist machinists and operators as required
- Follow Preventative Maintenance procedures
- General shop cleanup and CNC mill and lathe cleanup
- Operation of saw, broach, grinder and engraving machines





- Loading parts into CNC mills and bar stock into lathes
- Visual and mechanical inspection of machine parts post machining for critical dimensions
- Perform weight checks and measure key dimensions
- Pass and deliver parts to next routing operation
- Tumbling finished machine parts
- Deburring finished machine parts
- Operate support equipment including hand tools, shop vacuum and grinder
- Learn other machining skills including CNC machine operation,
- Measuring and understanding mechanical drawings
- Maintain a clean, safe, and organized work area
- Follow all safety requirements per OSHA and Rekluse Safety Policy

Employment Details:

Position Type and Expected Hours of Work

This is a full time non-exempt hourly wage position

Physical Demands

While performing the duties of this Job, the employee is regularly required to stand. The employee is frequently required to walk; use hands and have finger dexterity; reach with hands and arms, talk or hear. The employee is occasionally required to sit; climb or balance and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision and ability to adjust focus.

Work Environment

While performing the duties of this Job, the employee is regularly exposed to moving mechanical parts. The noise level in the work environment is usually moderate. Personal Protective Equipment is required including but not limited to gloves, safety glasses and hearing protection.

Communication Interfaces:

This position reports directly to the Production Lead, who may direct you to other company resources to help resolve any issues.

We are an Equal Opportunity Employer.

If you are interested in this position please send your resume to amanda@rekluse.com

