

## JOB DESCRIPTION

Position Title	Department	Reports to
Assistant Operator	Needlepunch	Production Supervisor
Employment Status	FLSA Status	Effective Date
<input type="checkbox"/> Temporary <input checked="" type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time	<input checked="" type="checkbox"/> Non-Exempt <input type="checkbox"/> Exempt	

### POSITION SUMMARY

The Assistant Operator plays a crucial role in supporting the manufacturing process by ensuring that machinery and equipment operate efficiently and safely. This position involves assisting lead operators in setting up, monitoring, and maintaining production lines to meet quality and output standards. The Assistant Operator contributes to minimizing downtime by promptly identifying and addressing operational issues. This role requires close collaboration with team members to maintain a clean and organized work environment that complies with safety regulations. Ultimately, the Assistant Operator helps drive the overall productivity and reliability of the manufacturing operations.

### ESSENTIAL DUTIES AND RESPONSIBILITIES

- Must follow company safety policies and procedures
- Adhere to the Fibertex Nonwovens Quality Policy to ensure our products and services meet customer's expectations
- Operate production equipment within the specified limits
- Monitor raw materials, product and equipment for defects or deviations.
- Perform routine maintenance and inspections of equipment to ensure safe, high quality, productive operation.
- Support a constructive team culture.
- Maintain production records and monitors product quality against established control charts
- Perform site-safety audits routinely as scheduled
- Keep area clean throughout the shift.
- Responsible to fill in for Lead Operator when not on site.
- Assist Lead Operator with machine operations and set up.

### MINIMUM QUALIFICATIONS (KNOWLEDGE, SKILLS, AND ABILITIES)

- High school diploma or equivalent.
- Basic understanding of manufacturing processes and machinery operation.
- Ability to follow detailed instructions and safety guidelines.
- Physical capability to stand for extended periods and perform manual tasks.
- Strong attention to detail and reliability.
- Work Keys – not required but a plus
- Carding, needle punch and/or textile experience a plus
- Mechanical troubleshooting skills preferred
- Basic Computer skills desired (Keyboarding, Microsoft Office)
- Basic understanding of SAP or other ERP systems
- Basic understanding of the metric system
- Must be able to work in a rapid work environment



- Forklift experience
- Must be able to work 12-hour rotating shifts (days/nights)
- Must be able to stand on concrete floors for long periods of time.

**PREFERRED QUALIFICATIONS (KNOWLEDGE, SKILLS, AND ABILITIES)**

- Previous experience in a manufacturing or production environment.
- Familiarity with standard manufacturing safety practices and equipment maintenance.
- Basic mechanical aptitude or technical training related to machinery operation.
- Ability to read and interpret production documents and equipment manuals.
- Certification in workplace safety or equipment operation.

**PHYSICAL DEMANDS AND WORK ENVIRONMENT**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the functions. While performing the duties of this position, the employee is regularly required to talk or hear. The employee frequently is required to use hands or fingers, handle or feel objects, tools, or controls. The employee is occasionally required to stand; walk; sit; and reach with hands and arms. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this position include close vision, distance vision, and the ability to adjust focus. The noise level in the work environment is usually low to moderate.

**NOTE**

This job description in no way states or implies that these are the only duties to be performed by the employee(s) incumbent in this position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by any person authorized to give instructions or assignments. All duties and responsibilities are essential functions and requirements and are subject to possible modification to reasonably accommodate individuals with disabilities. To perform this job successfully, the incumbents will possess the skills, aptitudes, and abilities to perform each duty proficiently. Some requirements may exclude individuals who pose a direct threat or significant risk to the health or safety of themselves or others. The requirements listed in this document are the minimum levels of knowledge, skills, or abilities. This document does not create an employment contract, implied or otherwise, other than an "at will" relationship.

The company is an Equal Opportunity Employer, drug free workplace, and complies with ADA regulations as applicable.

**Reviewed with employee by**

Signature: \_\_\_\_\_ Name (print): \_\_\_\_\_

Title: \_\_\_\_\_ Date: \_\_\_\_\_

**Received and accepted by**

Signature: \_\_\_\_\_ Name (print): \_\_\_\_\_

Title: \_\_\_\_\_ Date: \_\_\_\_\_

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