



Position Description

Machine Operator

Print Name: _____

Company Profile - NPS was founded in 1996 in Green Bay, Wisconsin. We are committed to providing high-quality products, responsive service and exceptional value. With multiple locations across the United States, NPS makes towel and tissue products for the Away from Home markets and specialty packaging material for a broad assortment of retailers and customers. We utilize state-of-the-art equipment to manufacture not only the best products in the industry, but also to ensure delivery of the products you need - when and where you need them.

Position Location - Workplace will be located at 3303 Spirit Way, Green Bay, Wisconsin

Reporting Relationship - Reports directly to Production Supervisor and/or Operations Manager.

Job Overview - This individual will be responsible for performing machine specific tasks and ensuring the machine is running at its optimum level. This position will monitor all physical characteristics, monitor specific tests and results, and take corrective actions as necessary to ensure quality material is being manufactured.

General Responsibilities:

- Follow all safety procedures, including and not limited to: LOTO, machine guarding, and PPE requirements
- Operate and ensure that the machine is running at optimum level.
- Produce and package products according to specifications.
- Identify and react to production problems (raw materials shortages, out of spec materials, quality issues, etc.)
- Perform quality checks to monitor physical characteristics of product and take corrective action as needed.

- Assist with machine clean-ups as required.
- Perform setups and change-overs as needed.
- Make machine adjustments using basic hand tools.
- Report on production information including down-time.
- Maintain a clean and organized workspace.
- Ability to lift and occasionally carry 50 pounds and can perform physical labor(climb, bend, etc.)
- All other tasks as assigned

Requirements for Success

- Actively support company initiatives through words and actions
- Good written and verbal communication skills and must be proficient in reading and writing English.
- Comply with the policies set forth in the NPS Handbook
- Be self-motivated, communicate well and have the willingness and adaptability to work under varying conditions.
- Work overtime, holidays and weekends as scheduled
- Knowledge of how to use hand tools and technical understanding