



MackayMitchell

Envelope Company®

<https://www.mackaymitchell.com/job/machine-adjuster-iowa/>

Machine Adjuster

Essential Functions

- Read instructions from job tickets; set up, adjust, troubleshoot and maintain envelope converting equipment according to safety, quality and production guidelines
- Operate machines for trial runs and measure dimensions of product to ensure conformance to specifications
- Continually oversee all converting equipment in operation to proactively detect malfunction or problems expediently through observation and listening
- Troubleshoot, repair and perform preventative, emergency and scheduled maintenance
- Provide critical information and job specific instructions while working closely with
- Machine Operators and Quality Control Coordinators in solving problems and optimizing product quality and operational efficiency
- Maintain production records and equipment logs accurately and timely
- Effectively communicate issues and concerns to incoming supervisor/team members to facilitate and ensure smooth transition of workload
- Provide assistance in training, coaching and developing Machine Operators and Machine Adjuster Trainees
- Participate in and promote team problem solving and process improvement
- Comply with all safety requirements and ensure safety of others throughout the department
- Understand and embrace Continuous Improvement and support a team environment
- Additional duties and projects as assigned

Competencies

- Set up converting machines to produce envelopes that match design specifications provided on the job tickets and artwork
- Monitor the converting equipment during production runs to ensure quality and to maximize a high level of productivity
- Dispense ink from ink station according to job ticket
- Maintain ink viscosities to ensure color consistency
- Mount plates using plate mounting tapes
- Set impressions, etch and registration on production machines
- Ensure guards and interlocks are in place and operational, and housekeeping is in good order and maintained
- Direct the Machine Operator in various stages of machine start-up, changes and quality and productivity standards
- Provide training to coworkers, including other Machine Adjusters
- Record set-up times, down time, repairs, quality control and raw materials
- Assist other Machine Adjusters with quality evaluation, trouble shooting, break coverage, etc.
- Perform preventative maintenance, repairs, trouble shooting and machine adjustment

Hiring organization

Mackay Mitchell

Beginning of employment

Immediately

Job Location

1500 Mackay Avenue, 52641, Mt. Pleasant, Iowa

Date posted

May 12, 2019

- Communicate effectively regarding machine or facility problems
- Locate and retrieve paper and other materials from inventory *as needed*
- Ensure job materials are appropriately stocked before shift change
- Effectively communicate to team members and support teams on incoming shift to ensure continuous production of product at high quality levels with minimal wasted time and materials
- Collaborate with Sales and Management with information regarding machine capabilities, production timelines and tooling needs
- Champion lean activities through participation and support
- Demonstrate ability and willingness to work overtime
- Perform all other duties as assigned

Education and Experience

- High School diploma or GED equivalent
- One to three years related work experience

Physical and Environmental Demands

- Employee is regularly required to talk and hear; specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception and ability to adjust focus
- Frequent lifting, pulling and pushing up to 60 pounds
- Frequent standing, bending, twisting, turning, balancing and reaching; repetitive use of hands and wrists
- Occasional crawling, crouching and climbing
- Frequent exposure to fumes or airborne particles, moving mechanical parts and vibration; noise level in the work environment can be loud