



MackayMitchell

Envelope Company®

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

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

- Demonstrated mechanical aptitude and proficiency with hand and power tools
- Experience operating, troubleshooting and maintaining envelope converting equipment
- Ability to comprehend and execute complex written and verbal job specifications and instructions
- Ability to provide work direction, train and develop others in a supportive and positive manner
- Strong skills in math and use of a ruler (to the 1/16")
- Attention to precision and detail, and a desire to achieve customer satisfaction
- Excellent problem-solving skills and desire to accept personal responsibility for quality and timeliness of work
- Demonstrated openness to process improvement and change
- Strong communication and teamwork skills
- Excellent attendance and willingness to work overtime as needed

Education and Experience

Hiring organization

Mackay Mitchell

Beginning of employment

Immediately

Job Location

2100 Elm Street SE, 55414,
Minneapolis

Date posted

May 7, 2019

- 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