



MackayMitchell

Envelope Company®

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

Machine Adjuster

Essential Functions

- 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
- 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
- Record set-up times, down time, repairs, quality control and raw materials
- Provide training to coworkers, including other Machine Adjusters
- Assist other Machine Adjusters with quality evaluation, trouble shooting, break coverage, etc.
- Perform preventative maintenance, repairs, trouble shooting and machine adjustment
- 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

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, MN

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