



# 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

- 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