



# Mackay Mitchell

Envelope Company®

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

## Machine Operator

### Essential Functions

- Tend machine that forms plain and window envelopes from paper rolls or precut blanks
- Examine work orders to determine specifications and sample verifications
- Supply proper tooling and components to the folding machine
- Set up folding machine per sample and job ticket specifications
- Observe progress of blanks and web through cutting, gluing, folding and drying units
- Inspect product quality (e.g., folding, sealing, glue application) according to quality guidelines and package finished product
- Maintain accurate counts of envelopes to boxes, cartons and skids
- Adjust folding machine and pack envelopes uniformly and neatly, keeping with machine speed
- Assist with removal of paper jams and preventative maintenance when scheduled
- Perform all support tasks during job changes; clean machine during job change or shutdown
- Label finished stock
- Maintain accurate production records and move job tickets
- Maintain housekeeping standards to ensure a clean and safe workplace

### Competencies

- Manual dexterity
- Ability to comprehend and execute complex written and verbal job specifications and instructions
- Basic mathematical skills; strong skills in 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
- Excellent attendance and willingness to work overtime as needed
- Preferred experience in, or exposure to, a manufacturing environment

### 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 32 pounds; occasional lifting, pulling and pushing over 32 pounds

### Hiring organization

Mackay Mitchell

### Beginning of employment

Immediately

### Job Location

2100 Elm Street SE, 55414,  
Minneapolis, MN

### Date posted

May 12, 2019

- 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