



# 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