

HICKORY CHAIR®

JOB DESCRIPTION

TENON MACHINE OPERATOR

FLSA – NON-EXEMPT JOB CODE: 50078 EEO CODE: 07

Department: Machine Room

Reports To: Machine Room Manager

SUMMARY:

This position is required to set up, operate and feed Tenon Machine and machine furniture parts.

ESSENTIAL DUTIES AND RESPONSIBILITIES INCLUDE THE FOLLOWING:

- Must be able to identify wood species such as maple, ash, mahogany and walnut.
- Required to setup, feed and operate the Tenon machine.
- Trims, notches, rabs, groves or otherwise cuts furniture parts on the Tenon machine.
- Makes basic visual inspection of parts and discards those with obvious defects.
- Checks first piece run and spot checks whenever operating machine to validate specifications.
- Counts parts and records quantities on work sheet.
- Sets up and makes adjustments required during run.
- Pushes finished product to next operation.
- Required to use a tape measure to verify measurements on the wood.
- Must follow all safety policies and procedures.
- All other duties assigned.

SUPERVISORY RESPONSIBILITIES:

This job has no supervisory responsibilities.

QUALIFICATIONS

The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience

High School Diploma or GED is not required but preferred. Experienced with running a Tenon machine in the manufacture of wood products.

Language Skills

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals.

Mathematical Skills

Ability to read a tape measure, add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.

Reasoning Ability

Ability to apply common sense understanding to carry out detailed but uninvolved written or oral instructions. Ability to deal with problems involving a few concrete variables in standardized situations.

PHYSICAL DEMANDS / WORK ENVIRONMENT

The physical demands described in the Task Development Worksheet are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The work environment characteristics described in the Task Development Worksheet are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

See the Task Development Worksheet on the next page.

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Task Development Worksheet For: Tenon Machine Operator - Rough Mill

(Position)

Essential Functions

Frequency and number of hours performed:

	Frequency		Number of hours each day									
	Continuous	Intermittent	<1	1	2	3	4	5	6	7	8	>8
Sit		X	X									
Walk		X					X					
Stand	X										X	
Bend		X				X						
Squat		X				X						
Climb		X	X									
Kneel		X				X						
Twist		X				X						

Hand/Arm/Foot Manipulation	Right Y/N	Left Y/N	Frequency
Grasping?	Y	Y	F
Pushing/Pulling?	Y	Y	C
Fine Manipulation?	Y	Y	O
Keying?	Y	Y	R
Reaching above shoulder level?	Y	Y	O
Reaching at or below shoulder level?	Y	Y	O
Repetitive foot use to operate controls?	Y	Y	O
Special visual or auditory requirements?	Y	Y	F

Lifting and Carrying Demands:

*N=Never, R=Rare (<1 hr.), O=Occasionally (1-3 hrs.), F=Frequently (4-6 hrs.), C=Continuous (>6 hrs), I=Intermittently

Weight	Lift Frequency (N,R,O,F,C)*	Carry Frequency (N,R,O,F,C)*
<10 Lbs.	F	F
11-25 Lbs.	F	F
26-50 Lbs.	F	F
51-75 Lbs.	R	R
76-100 Lbs.	N	N
>100 Lbs.	N	N

Longest distance carried: 5-10 feet

Heaviest item carried and how far: 50 lbs. /5-10 feet

Other:

	Y/N
Driving cars, trucks, fork lifts, moving equipment?	Y
Working near hazardous equipment and machinery?	Y
Walking on uneven ground?	Y
Exposure to dust, gas or fumes?	Y
Exposure to noise?	Y
Exposure to extremes in temperature or humidity?	Y
Working at heights?	N