

Machine Operator Job Description

A comprehensive job description template
for manufacturing and production facilities

Company Name: _____

Location: _____

Employment Type: _____

Reports To: _____

Date: _____

DISCLAIMER

This template is provided for general informational purposes only and does not constitute legal advice. It is designed to reflect Australian workplace standards and manufacturing industry practices at the time of publication. You should review and tailor this template to suit your facility, applicable modern award and specific requirements. For complex situations, independent legal or HR advice should be sought. RosterElf Pty Ltd accepts no liability for any loss arising from reliance on this document.

Table of Contents

1. Position Overview	3
2. Key Responsibilities	3
3. Required Skills and Attributes	5
4. Qualifications and Requirements	6
5. Working Conditions	7
6. Award Information	7
7. Expected Behaviours	8
8. Application Process	8

1. Position Overview

1.1 Position Title

Machine Operator / Plant Operator / Equipment Operator / Production Operator

1.2 Position Summary

The Machine Operator is responsible for setting up, operating and monitoring production machinery and equipment in a manufacturing environment. This role involves ensuring machines run efficiently, producing quality output that meets specifications, performing routine maintenance, and maintaining accurate production records. Machine Operators work as part of a production team to meet daily targets while adhering to strict safety and quality standards.

The position requires reading and interpreting technical documents, loading programs and tooling, monitoring machine performance, conducting quality inspections, troubleshooting minor issues, and performing changeovers between production runs. Operators must maintain a clean and organized work area, follow all safety procedures, wear appropriate personal protective equipment, and communicate effectively with supervisors and team members about production issues and requirements.

1.3 Reporting Structure

This position reports to:

- Production Supervisor
- Shift Leader / Team Leader
- Manufacturing Manager

1.4 Employment Type

This position is available as:

- Casual (flexible shifts as required)
- Part-time (regular rostered shifts)
- Full-time (38 hours per week)

2. Key Responsibilities

2.1 Machine Setup and Preparation

- Set up machines according to production specifications and work orders
- Load programs, tooling and fixtures as required
- Verify machine settings and calibration before starting production runs
- Load raw materials and components into machines
- Conduct pre-start safety checks and machine inspections
- Prepare work area and ensure all necessary tools and materials are available

- Review production schedules and work instructions

2.2 Machine Operation and Monitoring

- Operate production machinery safely and efficiently
- Monitor machine performance and output continuously
- Adjust machine settings to maintain quality standards
- Identify and respond to machine alarms and alerts promptly
- Ensure machines run at optimal speed and efficiency
- Minimize downtime and production delays
- Feed materials and remove finished products as required

2.3 Quality Control and Inspection

- Conduct regular quality inspections of output during production
- Use measuring instruments and gauges to verify specifications
- Identify defects and non-conforming products
- Make adjustments to maintain quality standards
- Document quality issues and report to supervisors
- Segregate defective products for review or rework
- Follow quality control procedures and specifications

2.4 Troubleshooting and Problem Solving

- Identify and diagnose minor machine malfunctions
- Perform basic troubleshooting and adjustments
- Clear blockages and jams safely
- Replace worn or damaged parts as authorized
- Report significant machine problems to maintenance team
- Minimize production disruptions through proactive problem solving
- Document issues and actions taken in production logs

2.5 Machine Changeovers

- Perform changeovers between different products or production runs
- Change tooling, dies, molds or fixtures as required
- Adjust machine settings for different specifications
- Complete changeovers efficiently to minimize downtime
- Verify machine setup after changeover before resuming production
- Clean machines thoroughly between product changes
- Follow changeover procedures and checklists

2.6 Maintenance and Documentation

- Perform routine cleaning and maintenance tasks
- Lubricate machines and check fluid levels
- Complete daily, weekly or shift maintenance checklists
- Maintain accurate production records and output logs
- Document downtime, waste and quality issues
- Keep work area clean, organized and free of hazards
- Report maintenance needs to appropriate personnel

3. Required Skills and Attributes

3.1 Essential Skills

Technical Aptitude

Mechanical aptitude and ability to understand how machines operate. Capability to read and interpret technical drawings, work instructions and machine displays. Understanding of basic mechanical, hydraulic and pneumatic systems. Ability to use hand tools and measuring instruments correctly.

Problem Solving Skills

Analytical thinking to diagnose machine problems and identify root causes. Ability to make quick decisions to maintain production flow. Resourcefulness in finding solutions to technical issues. Logical approach to troubleshooting and systematic problem resolution.

Attention to Detail

Meticulous attention to quality standards and specifications. Ability to spot defects and variations in product quality. Careful monitoring of machine performance and output. Accuracy in recording production data and completing documentation. Thoroughness in conducting quality inspections.

Safety Awareness

Strong commitment to workplace health and safety practices. Understanding of machine hazards and control measures. Consistent use of personal protective equipment. Awareness of emergency procedures and protocols. Ability to identify and report safety hazards promptly.

3.2 Personal Attributes

- Reliable and punctual with strong work ethic
- Physical fitness and manual dexterity
- Ability to work independently with minimal supervision
- Good communication skills with team members and supervisors
- Adaptable and flexible to changing production demands
- Patient and focused for repetitive tasks
- Positive attitude and willingness to learn
- Team player who supports production goals

- Disciplined approach to following procedures
- Ability to work under time pressure and meet deadlines

4. Qualifications and Requirements

4.1 Mandatory Requirements

- Basic mechanical understanding and technical literacy
- Previous machine operation experience preferred for skilled roles
- Ability to read and interpret work instructions in English
- Physical capability to perform manual tasks and stand for extended periods
- Basic numeracy and measurement skills
- Willingness to work shift patterns including nights and weekends
- Eligibility to work in Australia

4.2 Desirable Qualifications

- Certificate III in Engineering - Mechanical Trade or Manufacturing
- Certificate II in Manufacturing Technology
- Forklift licence (current)
- Current First Aid certificate
- High Risk Work Licence for specific equipment
- Experience with CNC machines or automated equipment
- Quality control and lean manufacturing knowledge

4.3 Experience

Entry-level positions are available for candidates with basic mechanical understanding and willingness to learn. On-the-job training will be provided in machine operation, safety procedures, quality standards and company processes. Experienced operators should demonstrate proficiency in machine setup, troubleshooting, changeovers and quality control procedures. Experience with similar machinery or manufacturing processes is highly valued.

5. Working Conditions

5.1 Hours of Work

- Shift work including day, afternoon and night shifts
- Full-time positions typically 38 hours per week
- Shifts usually 8-12 hours depending on facility requirements
- Weekend and public holiday work may be required
- Rotating rosters with advance notice as per award requirements

- Overtime may be available or required during peak periods

5.2 Physical Requirements

- Standing for extended periods during shifts
- Lifting and moving materials up to 20kg regularly
- Bending, reaching and working in various positions
- Manual dexterity for operating controls and handling small parts
- Good vision for quality inspections and reading displays
- Ability to work in repetitive motion for extended periods

5.3 Work Environment

- Factory or manufacturing facility environment
- Operating heavy machinery and production equipment
- Exposure to industrial noise requiring hearing protection
- Temperature variations depending on facility and season
- Exposure to dust, fumes or chemical odors in some operations
- Fast-paced production environment with performance targets

5.4 Safety Equipment and PPE

Personal Protective Equipment required includes:

- Safety footwear (steel-capped boots) mandatory at all times
- Hearing protection in designated areas
- Safety glasses or face shields as required
- High-visibility clothing or uniforms
- Gloves appropriate for tasks being performed
- Hard hat in designated areas
- Respiratory protection where required

6. Award Information

6.1 Modern Award Coverage

This position is covered by the Manufacturing and Associated Industries and Occupations Award 2020 (MA000010). The award sets minimum pay rates, penalty rates, allowances and conditions for employees working in manufacturing and production operations.

6.2 Classification Level

Machine operators are generally classified under the award as:

- Level C9: Basic machine operator performing routine tasks

- Level C10: Production/Technical employee operating machines requiring skill
- Level C11: Operator with advanced skills, changeover and quality responsibilities

The specific classification level will be determined based on skills, duties performed, level of autonomy and complexity of machinery operated.

6.3 Penalty Rates and Allowances

Employees are entitled to penalty rates for work performed:

- Afternoon shift: 115% of ordinary time rate
- Night shift: 130% of ordinary time rate
- Saturday: 150% of ordinary time rate
- Sunday: 200% of ordinary time rate
- Public holidays: 250% of ordinary time rate
- Various allowances may apply for specific duties or conditions

Casual employees receive a 25% casual loading instead of paid leave entitlements. Refer to the Manufacturing and Associated Industries and Occupations Award 2020 for current rates and conditions.

7. Expected Behaviours

7.1 Professional Conduct

- Arrive on time for all shifts ready to commence work
- Notify supervisor promptly if unable to attend rostered shift
- Maintain confidentiality regarding company products and processes
- Follow all company policies, procedures and work instructions
- Represent the company professionally in all interactions
- Participate in toolbox talks, safety meetings and training

7.2 Safety and Compliance

- Always wear required personal protective equipment
- Follow lockout/tagout procedures for machine safety
- Report all incidents, near misses and hazards immediately
- Never bypass or disable safety guards or devices
- Maintain clean and organized work area free of hazards
- Follow emergency procedures and evacuation protocols
- Comply with all health, safety and environmental requirements

7.3 Production Standards

- Meet daily production targets and quality standards

- Minimize waste and optimize material usage
- Complete accurate documentation and production records
- Maintain consistent quality throughout production runs
- Work efficiently to maximize machine utilization
- Take pride in producing quality work

7.4 Communication and Teamwork

- Communicate production issues to supervisors promptly
- Provide clear handover information to incoming shift
- Work cooperatively with team members and other departments
- Share knowledge and assist in training new operators
- Contribute to continuous improvement suggestions
- Support team goals and production objectives

8. Application Process

8.1 How to Apply

Interested candidates should submit:

- Current resume/CV including work history and experience
- Cover letter outlining relevant machine operation experience
- Copies of relevant qualifications and trade certificates
- Copy of forklift licence (if applicable)
- Copy of First Aid certificate (if held)
- Contact details for at least two professional referees

8.2 Selection Process

Shortlisted candidates will be invited to:

- Initial phone screening to discuss experience and availability
- Face-to-face interview with production supervisor or manager
- Facility tour to view machinery and work environment
- Practical skills assessment or machine operation test
- Reference checks with previous employers
- Pre-employment medical assessment if required
- Induction and safety training before commencing

8.3 Equal Opportunity

We are an equal opportunity employer and welcome applications from all qualified candidates regardless of age, gender, cultural background, disability or other characteristics protected by law. We value diversity and are committed to creating an inclusive and safe workplace for all employees.

Position Acknowledgement

I have read and understood this job description. I understand that my duties may be varied from time to time to meet the operational needs of the facility.

Employee Name: _____

Employee Signature: _____

Date: ____ / ____ / ____

For Manager Use Only

Manager Name: _____

Manager Signature: _____

Date: ____ / ____ / ____