



JOYCE/DAYTON CORP.  
**Job Description**

**Position Title:** Material Prep Operator  
**Reports To:** Manufacturing Manager

---

**Qualifications:**

- Requires strong written and verbal communication skills as well as interpersonal skills.
- Must demonstrate the ability to comprehend and follow work directions in a safe and proficient manner.
- Must be capable of obtaining a fork truck operators license and capable of operating a fork truck.

**General Responsibilities:**

- Ability to operate manual Bridgeport machine, grinders and sandblasting equipment.
- Effectively handle physical requirements of the position – which include lifting, standing and generally handling product weights in the area of up to 40 - 50 lbs.
- Operate hoist system for moving and handling of heavier materials.

**Specific Responsibilities:**

- Ability to comprehend all routing and product documentation.
- Ability to effectively use hand grinders, pedestal grinders and hand files to remove burrs and thread starts from various machined components.
- Ability to operate the parts washer.
- Ability to maintain the work area including housekeeping and organization.
- Ability to effectively communicate and interact with other department employees and other personnel as needed.
- Perform other duties as assigned.