

## Job Description

Job Title: Sewing Machine Operator  
Department: Manufacturing  
Manager: Supply Chain Manager

Location: Sandpoint, ID  
FLSA Status: Non-Exempt  
Revised Date: 7.24

### Summary:

As a Sewing Machine Operator, you will play a critical role in the assembly of our medical device belts used by patients. Utilizing sewing machines, assembly instructions and working with others you will be responsible for the output of the product line.

### Essential Duties and Responsibilities:

- Sew and assemble components following detailed work instructions and specifications.
- Read and understand associated drawings, work instructions and company protocols before starting each task.
- Assemble subassemblies and finished goods, using sewing machines, fixtures, hand, or power tools.
- Conduct in-process inspections to ensure assembled devices meet quality standards and specifications.
- Prepare and maintain records of raw materials used, including lot verification, throughput, yield and inspection.
- Maintain a clean and organized work area, adhering to safety protocols and guidelines.
- Participate in regular training sessions on safety, quality, and production procedures.
- Perform all other duties and responsibilities as assigned

### Qualifications/ Education:

- High School diploma, technical certification or vocational training in a related field.
- 3-5 years industrial sewing experience.

### Competencies:

- Proficiency in operating industrial sewing machines.
- Excellent dexterity, and eye to hand coordination to enable capability to do fine work with hands.
- Good spatial relationship to review placement of parts.
- Attention to detail and a commitment to high quality work.
- Mathematical skills needed to count products.
- Ability to work in a repetitive manner.
- Ability to use hand tools such as pliers, screwdrivers, and wrenches.
- Ability to follow instructions both written and verbal.

### Physical Requirements:

- Must be able to work in a plant environment with exposure to elements such as odor, noise, dust, heat, cold and other elements
- Ability to sit for extended periods while operating a sewing machine.
- Must be able to stand and walk for extended periods, while performing various tasks such as setup, operation, and teardown of line.
- Ability to lift and move materials up to 40 pounds.
- Ability to wear and work in personal protective equipment (PPE) for extended periods, including but not limited to gloves, face masks, protective eyewear, and lab coats.

### Competency Verification

[EMPLOYEE NAME]'s competency was analyzed by reviewing his/her experience, educational background and items detailed on his resume. Upon his/her review, [EMPLOYEE NAME] is competent for the roles and responsibilities outlined above.

### **APPROVAL & UNDERSTANDING OF ROLES AND RESPONSIBILITIES**

Name	Signature / Date
Employee Name: [EMPLOYEE NAME]	
Manager Name: [MANAGER NAME]	