

JOB DESCRIPTION

Job Title: Machinist

Reporting To: Production Supervisor

Travel: Minimal

Purpose: To manufacture quality parts to the specifications of the customer

Position Summary:

Set up and trouble shoot CNC lathes and mills to keep department running efficiently. Must include the knowledge of programming and editing CNC equipment. Must have the ability to analyze / act upon inspection data. May include work with multiple machines such as material removing, fabricating, cutting, etc. **Works directly with department supervisor to ensure orders are being fulfilled on time.**

Primary Position Duties and Responsibilities:

- Able to correctly and efficiently setup and teardown equipment in the work cell utilizing approved process as well as aid in process development and improvement.
- Working knowledge of all equipment in the work cell and ability to diagnose a problem and react accordingly
- Monitors programs and makes sure all programs are backed up on network
- Selects, aligns, and secures holding fixtures, cutting tools, attachments, accessories, and materials on machines, such as mills, lathes, jib borers, grinders, and shapers.
- Calculates and sets controls to regulate machining factors, such as speed, feed, coolant flow, and depth and angle of cut, or enters commands to retrieve, input, or edit computerized machine control media.
- Verifies conformance of finished workpiece to specifications, using precision measuring instruments.
- Process Controls (participate in DOEs, cap studies, and process development. The intent is to have an understanding of the tools available to facilitate in process development).
- Able to interpret SPC trend and study data from monitored processes
- Detects equipment malfunctions or out of tolerance machining and adjusting machine, within capabilities controls or control media as required to insure quality of production. Reports all machine malfunctions to Production Supervisor.
- Operates a forklift and lifting devices for movement of parts.
- Communicates with production supervisor, quality and other shop personnel to resolve machining and quality issues.
- Responsible for keeping equipment and work area clean and orderly and perform basic preventative maintenance functions on equipment.
- Monitors work load and tooling inventory.
- Provides direction and leadership when supervisor is unavailable.
- Responsible for contributing to the achievement of company goals.
- Helps with day to day production of parts to ensure quality and accuracy is being met.
- All other duties as assigned.

Requirements:

- High School or Equivalent
- Machining experience
- Must be able to read blueprints
- Detail and quality oriented

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PHYSICAL REQUIREMENTS OF ESSENTIAL JOB DUTIES

Position: Machinist

Note: In terms of an 8 hour workday, "Occasionally" equals 1% to 33%;
 "Frequently" 34% to 66%; "Continuously" 67% to 100%

1. In an 8 hour work day, employee must: (Bold/underline full capacity for each activity)

a. Sit	-	No.	1	2	3	4	5	6	7	8 (hrs.)
b. Stand	-	No.	1	2	3	4	5	6	7	8 (hrs.)
c. Walk	-	No.	1	2	3	4	5	6	7	8 (hrs.)

2. Employee's job requires:

	Not at all	Occasionally	Frequently	Continuously
a. Bend/Stoop	_____	<u> x </u>	_____	_____
b. Squat	_____	<u> x </u>	_____	_____
c. Crawl	_____	<u> x </u>	_____	_____
d. Climb Height <u> 4' </u>	_____	<u> x </u>	_____	_____
e. Reach above shoulder level	_____	<u> x </u>	_____	_____
f. Crouch	_____	<u> x </u>	_____	_____
g. Kneel	_____	<u> x </u>	_____	_____
h. Balance	_____	_____	<u> x </u>	_____
i. Push/pull	_____	_____	<u> x </u>	_____
j. Color differentiation	_____	<u> x </u>	_____	_____

3. Employee's job requires he/she carry:

	Never	Occasionally	Frequently	Continuously
a. Up to 10 lbs.	_____	_____	<u> x </u>	_____
b. 11-24 lbs.	_____	_____	<u> x </u>	_____
c. 25-34 lbs.	_____	_____	<u> x </u>	_____
d. 35-50 lbs.	_____	<u> x </u>	_____	_____
e. 51-74 lbs.	_____	<u> x </u>	_____	_____
f. 75-100 lbs.	_____	<u> x </u>	_____	_____

4. Employee's job requires he/she lift:

	Never	Occasionally	Frequently	Continuously
a. Up to 10 lbs.	_____	_____	<u> x </u>	_____
b. 11-24 lbs.	_____	_____	<u> x </u>	_____

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c. 25-34 lbs.	_____	_____	_____	_____
d. 35-50 lbs.	_____	_____	_____	_____
e. 51-74 lbs.	_____	_____	_____	_____
f. 75-100 lbs.	_____	_____	_____	_____

5. Job requires employee use feet for repetitive movements as in operating foot controls:

Right	Left	Both
<u> x </u> Yes _____ No	<u> x </u> Yes _____ No	<u> x </u> Yes _____ No

6. Job requires employee use hands for repetitive action such as:

	Simple Grasping	Firm Grasping	Fine Manipulating
a. Right	<u> x </u> Yes _____ No	<u> x </u> Yes _____ No	<u> x </u> Yes _____ No
b. Left	<u> x </u> Yes _____ No	<u> x </u> Yes _____ No	<u> x </u> Yes _____ No

7. Job requires:

	Yes	No	Comments
a. Working on unprotected heights	<u> x </u>	_____	_____
b. Being around moving machinery	<u> x </u>	_____	_____
c. Exposure to marked changes in temperature and humidity	<u> x </u>	_____	_____
d. Driving automotive equipment	<u> x </u>	_____	_____
e. Exposure to dust, fumes, and gases	<u> x </u>	_____	_____

COMMENTS:

Signature of Employer Representative _____

Date _____

Title _____