



Machine Shop Machinist

Reports to: Machine Shop Department Head

Department: Machine Shop

Shift: 2nd

Supervises: N/A

Summary

The Machine Shop Machinist operates computer numerical control machines to fabricate parts. The machinist loads parts in the machine, cycles machine and detects malfunctions in machine operations, such as worn or damaged cutting tools. The position runs production lots, communicates with co-workers regarding production runs and maintains a safe, organized and clean work environment.

Essential Functions

- Ability to perform all assigned machine shop operations.
- Ability to detect and report defective materials or questionable conditions to Machine Shop Department Head or Production Manager.
- Must be able to read measuring devices such as; calipers, tape measure, micrometers, Vernier calipers, depth micrometers, ID and OD micrometers.
- Maintain the work area and equipment in a clean, orderly condition and follows prescribed safety procedures.
- Regularly perform milling, turning, drilling, tapping, de-burring and sanding tasks.
- Ability to perform inspection of machined products and document results.
- Ability to complete and maintain paperwork for parts.
- Assist in other work areas to perform fabrication.
- Perform prescribed preventative maintenance on machines as required per the Preventative Maintenance charts.
- Must be able to perform but not limited to the following tasks: milling, turning, drilling, tapping, de-burring and all bench operations and inspections.
- Must be familiar with the basic machine functions in order to perform the tasks stated above.
- Must be willing to accept and receive frequent supervision and assistance with regard to machine set-up.

Competencies

- Good Communication Skills.
- Good Mathematical Skills.
- Mechanical Capacity.
- Technical Capacity.
- Excellent Time Management.
- Teamwork Orientation.
- Performance Management.
- Results Driven.

- CNC background a plus
- Experience in programming; specifically in Mazatrol and/or EIA programs using CAD/CAM software a plus
- Must have a good attitude, want to work and show up every day.
- Must be willing to work overtime if needed.

Certifications: Forklift training certificate or the ability to obtain it.

Work Environment

While performing the duties of this job, the employee is frequently exposed to fumes or airborne particles, moving mechanical parts and vibration. The noise level in the work environment can be loud.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee is frequently required to stand, walk, use hands to finger, hand or feel and reach with hands and arms. The employee is frequently required to lift and/or move items over 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

Position Type and Expected Hours of Work

This is a full-time position. Days and hours of work are Monday through Friday,
2nd Shift: 3:30 p.m. to midnight.

Supervisory Responsibility

This position has no supervisory responsibilities.

Travel

No travel is expected for this position.

Other Duties

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.