

## Machinist Job Description

**Job Title:** Machinist

**Department:** Manufacturing

**Reports To:** Shop Supervisor

Summary: Sets up and operates conventional, special purpose, CNC and Numerical Control (NC) machines and machining centers to fabricate metallic and nonmetallic parts by performing the following duties.

**Essential Duties and Responsibilities:** include the following. Other duties may be assigned.

- Studies blueprints, sketches, drawings, manuals, specifications, or sample part to determine dimensions and tolerances of finished workpiece, sequence of operations, and setup requirements.
- Measures, marks, and scribes dimensions and reference points on material or work-piece as guides for subsequent machining as necessary.
- Selects, aligns, and secures holding fixtures, cutting tools, attachments, accessories, and materials on machines as necessary to machine parts as required.
- 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 according to established guidelines and procedures.
- Starts and observes machine operation to detect malfunctions or out-of-tolerance machining, and adjusts machine controls or control media as required.
- Verifies conformance of finished work-piece to specifications, using measuring and inspection tools as necessary.
- Sets up and operates machine on trial run to verify accuracy of machine settings or programmed control data.
- Performs routine maintenance tasks on machines as required.
- Confers with engineers, production personnel, programmers, or others to resolve machining or assembly problems.
- Maintain a clean and organized work area and maintain all equipment, to like new appearance, according to maintenance plans and established procedures

- Maintain a positive work atmosphere by acting and communicating in a manner so that you get along with customers, clients, co-workers and management.
- Continue to grow lean knowledge and use the tools to identify and assist with continuous improvement.
- Ensure that safe work practices are followed and adhered to. All Employees
- Maintain a positive work atmosphere by acting and communicating in a manner so that you get along with customers, clients, co-workers and management.
- Continue to grow lean knowledge and use the tools to identify and assist with continuous improvement.
- Comply with safety regulations and maintain clean and orderly work areas.

**Qualifications:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Education and/or Experience:** Associate's degree (A. A.) from two-year college or technical school; or two to three years related experience and/or training; or equivalent combination of education and experience.

**Language Skills:** Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence.

**Mathematical Skills:** Ability to work with mathematical concepts such as portability and statistical inference and fundamentals of plane and solid geometry and trigonometry. Ability to apply concepts such as fractions, percentages, ratios and proportions to practical situations.

**Reasoning Ability:** Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram or schedule form.

**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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this Job, the employee is regularly required to stand. The employee is frequently required to walk; use hands to finger, handle, or feel; reach with hands and arms and talk or hear. The employee is occasionally required to sit; climb or balance and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision and ability to adjust focus.

**Work Environment:** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this Job, the employee is regularly exposed to moving mechanical parts. The noise level in the work environment is usually moderate.