

Position Description

Machinist I & II

Date: April, 2024

Classification: Non-Exempt

Reports To: Production Supervisor

Position Purpose: Entry-level role that is responsible for the daily setup and operation of machines or processes to manually grind, lap, hone and deburr parts, maintains clean and safe equipment.

Organization Relationships: This position reports to the Production Supervisor and will interact on a regular basis with other employees in the shop area and management. This position works cooperatively with other organization staff.

Principal Accountabilities/Essential Functions:

- Measure dimensions of finished work pieces to ensure conformance to specifications, using precision measuring instruments, templates and fixtures.
- Stop machines to remove finished work pieces, according to required sequences.
- Remove and replace dull-cutting tools.
- Check to ensure that work pieces are properly lubricated and cooled during machine operation.
- Monitor machine operation and control panel displays, and compare readings to specifications in order to detect malfunctions.
- Control coolant systems.
- Maintain machines and remove / replace broken or worn machine tools, using hand tools.
- Stack or load finished items or place items on conveyor systems.
- Clean machines, tooling and parts using solvents or solutions and rags.
- Participate in the maintenance and adherence to efforts by the company to reduce and eliminate any unnecessary cost overruns on purchased parts.
- Listen to machines during operation in order to detect sounds such as those made by dull-cutting tools or excessive vibration and adjust machines to compensate for problems.
- Confer with supervisors or programmers to resolve machine malfunctions and production errors, and to obtain approval to continue production.
- Actively participate and support workplace safety efforts to eliminate and avoid workplace accidents and incidents.
- Current working knowledge of production equipment, work-related instruments and best practices.
- Attendance is an essential function of this position.
- Performing all other duties as assigned.

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.

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Education and Experience:

- High School diploma/GED
- Preference given to candidates with Associate of Arts or Technical degree
- One to three years prior related experience

Language Skills:

- Clear and concise written, verbal and interpersonal communication skills that produce desired results.
- Ability to effectively present information and respond to questions from internal and external customers which includes program staff, managers, clients, regulatory agencies and vendors.
- Capable of reading and interpreting information, such as reports, general correspondence and the ability to share with others as needed.
- Ability to use personal computer and standard business and other work-related software with minimal instruction.

Mathematical Ability:

- Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, fractions and decimals.

Mental Essential Functions and Reasoning Ability

- Proven active listening, decision-making and customer service abilities.
- Intermediate analytical, research, deductive reasoning and decision-making abilities.
- Ability to work and prioritize independently with the capacity to collaborate with others.
- Strong time and organizational abilities with the ability to seek assistance in a professional manner.
- Manage multiple projects simultaneously with minimal supervision while maintaining attention to detail.
- Capable of demonstrating an understanding of and being sensitive to serving a culturally diverse population.
- Demonstrated ability to learn and apply newly acquired skills, knowledge and feedback.
- Ability to maintain confidentiality and comply with professional ethics and standards.

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 these duties the person is regularly required to walk, stand, sit, bend, climb stairs, kneel, or crouch and successfully demonstrate the ability to write and use a computer, operate electronic devices and operate a variety of hand and power tools.
- Employees in this position may need to regularly lift at least 10 lbs. and up to 50 pounds occasionally and may need to exert themselves while performing the above-mentioned duties.
- Perform a variety of physical labor including climbing ladders, bending, kneeling, reaching and standing for long periods of time. Also includes being able to lift boxes, tools, equipment and materials.
- Ability to work in a manufacturing environment where it can be hot in the summer and cold in the winter.
- Reasonable accommodations will be made as needed to assure staff is safe. Assistance will be provided if employee is unable to complete a task.



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I acknowledge that I have received a copy of the above position description and have reviewed and understood it.

Staff Signature

Date

Staff Printed Name

Date

Supervisor Signature

Date