

Machinist I
Position Description

Department: Manufacturing	FLSA Status: Non-Exempt
Reports to: Machine Shop Lead	Date: 11/27/17

Primary Function:

Assist in machine shop activities by setting up and operating conventional, special purpose, and Computer Numerical Control (CNC) machines and machining centers to fabricate metallic and nonmetallic parts by performing the following duties.

Essential Duties and Responsibilities:

- Studies blueprints, sketches, drawings, manuals, specifications, or sample part to determine dimensions and tolerances of finished work piece, sequence of operations, and setup requirements.
- Measures, marks, and scribes dimensions and reference points on material or work piece as guides for subsequent machining.
- Verifies conformance of finished work piece to specifications.
- Fits and assembles parts into complete assembly.
- Loads and unloads materials, parts, or products onto or from pallets, skids, conveyors, or trucks.
- Delivers metal parts or stock to designated work areas for machining.
- Lifts metal part or stock onto machine and secures it on machine table, in chuck, or holding fixture to assist in setting up machine.
- Feeds metal parts or stock into automatic metalworking machines and removes machined part from machine after prescribed period of time or at end of machining cycle.
- Reclaims cutting and lubricating oils from machines by pumping oil from machine reservoir into barrel, dumping oil from barrel into centrifugal separator that removes metal chips and dirt from oil, and drains clean oil from separator into containers.
- Removes metal chips and shavings from surfaces of machines and wipes surfaces of machines to remove excess oil.
- Selects and installs cutting tools in machine spindle or magazine.
- Loads control media, such as disk, tape, or punch card, in machine control console or enters commands to retrieve preprogrammed machine instructions from database.
- Manipulates controls and enters commands to index cutting tool to specified set point and to start machine.
- Changes cutting tools and location of workpiece during machining process as specified in setup instructions.

- Measures workpiece for conformance to specifications.

Promote and actively embrace the concept of a collaborative environment, with an emphasis on customer service, respect and candor. Safety is a cultural value and it must be promoted and enforced at all times.

Minimum Qualifications/Experience:

Associates Degree in Machining Technology; or three to five years related experience and/or training; or equivalent combination of education and experience.

Other Qualifications

The physical demands and work environment 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.

Physical Demands

While performing the duties of this Job, the employee is regularly required to stand and talk or hear. The employee is occasionally required to walk; sit; use hands to finger, handle, or feel; reach with hands and arms and stoop, kneel, crouch, or crawl. The employee must regularly lift and/or move up to 10 pounds, frequently lift and/or move up to 25 pounds and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, color vision, depth perception and ability to focus.

Work Environment

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