

JOB DESCRIPTION

Job Title: Manual Machinist
Department: Manufacturing
Reports To: Manufacturing Supervisor
FLSA Class: Non-Exempt
Pay Type: Hourly

I have received my job description and understand that I will be evaluated on the requirements set forth therein.

Signature: _____

Date: _____

SUMMARY

Under minimal supervision, sets up and operates manually controlled machines in skilled precision and bench work in the fabrication, maintenance, repair and alteration of machinery, machine parts, tools and equipment.

ESSENTIAL DUTIES AND RESPONSIBILITIES (include the following, however, other duties may apply.)

- Performs all tasks in a safe and responsible manner.
- Reads and interprets blueprints.
- Uses gages and measuring instruments to meet tolerance requirements.
- Uses precision tools, machinery and equipment such as lathe, vertical milling machine, drill press, hydraulic press, chop saw, band saw, push and pull broaches and a variety of cutting tools and equipment.
- Fabricates and shapes parts such as tools and machine parts out of metal, plastics and composites
- Properly and safely selects, aligns, secures and removes holding fixtures, cutting tools, attachments, accessories and materials onto machines
- Recognizes, deploys and properly uses inserts, fixtures and tooling
- Performs daily and regular cleaning and light maintenance tasks on machinery and equipment
- Evaluate experimental procedures and recommend change or modifications for efficiency and adaptability to setup and production
- Ability to track parts and jobs into the vantage system.
- Utilizes and abides by ISO requirements and safety procedures
- Complies with all quality policies, specifications, regulations and instructions

SUPERVISORY RESPONSIBILITIES

This job has no supervisory responsibilities.

QUALIFICATIONS

To perform this job satisfactorily, an individual must be able to perform each essential duty satisfactorily. Must have a general knowledge of 1) estimating time and materials for machine jobs, 2) metals and the quality and machinability and uses of metals, alloys and other materials, 3) machines and tools, including their design, uses, repair and maintenance, 4) design techniques, tools and principals involved in the production of precision technical plans and drawings.

EDUCATION and/or EXPERIENCE

- Three years related experience (journeymen certification preferred)
- High school diploma or GED required

LANGUAGE SKILLS

Effectively communicate and understand job instructions both verbally and written in the English language. Ability to effectively interpret and translate instructions to other employees in a professional and respectful manner.

MATHEMATICAL SKILLS

Ability to perform basic mathematical computations. Ability to apply concepts such as fractions, percentages, ratios and proportions to practical situations.

REASONING ABILITY

Ability to define problems, collect data, establish facts and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

PHYSICAL DEMANDS

Ability to move or transfer products with an overhead crane. Ability to lift 50 lbs. when required. While performing the duties of the job, the employee is regularly required to stand, walk and reach with hands and arms. Specific vision abilities required by this job include close vision, distance vision, color vision, depth perception, and ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those and employee encounters while performing the essential functions of this job. The noise level in the work environment is usually moderate to high.