



Paragon Machine Works

253 S. 25th St. · Richmond, CA, 94804

Phone: (510) 232-3223

Submit resume to: donna@paragonmachineworks.com

Job Description

Machine Shop Assistant

Hours: 40 hours/week, Monday – Friday, 8 am to 4 pm

Compensation: hourly, commensurate on experience

Benefits (after 60 day probationary period): up to 6 paid holidays/year, health/vacation retirement benefits

A *Machine Shop Assistant* at Paragon Machine Works assists in making the machine shop run smoothly and effectively. They work collaboratively with the machinists, machine operators, and office staff.

Reports to: Machine Floor Supervisor

Required Skills:

- 1) Ability to lift 20 - 50 pounds regularly, heavier items occasionally with assistance.
- 2) Clean DMV record.
- 3) Current CA driver's license.
- 4) Excellent communicator.
- 5) Flexible
- 6) Able to multi-task and take direction from different staff members.

Primary Responsibilities

Shop Organization

- Supplies, tools, materials, etc.

Shop Cleanliness and Maintenance

- Recycling and garbage
- Scrap metal recycling
- Light carpentry work
- General building and grounds maintenance including street clean up as needed

Materials Receiving

- Operation of fork lift
- Verification of correct material with packing slip
- Storage of materials in shop

Operation of Tumbler

- Post production tumbling of parts
- Delivers parts to Shipping Department

Deliveries and pick ups

- Anodization
- Dump runs
- Scrap runs

Titanium Tubing Orders

- Cut material to length
- Package material

Basic Machine Operation

- Back up when necessary