



## **Paragon Machine Works**

253 S. 25<sup>th</sup> St. Richmond, CA, 94804

Phone: (510) 232-3223

Submit resume to: [donna@paragonmachineworks.com](mailto:donna@paragonmachineworks.com)

### Job Description

#### **Machine Shop Assistant**

**Hours:** 40 hours/week, Monday – Friday, 8 am to 4 pm (will consider part time)

**Compensation:** Hourly, commensurate on experience

**Benefits** (after 60 day probationary period and if full time employee):  
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) Good communication skills
- 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 forklift
- Verification of correct material with packing slip
- Storage of materials in shop

**Operation of Tumbler**

- Postproduction tumbling of parts
- Deliver parts to Shipping Department

**Deliveries and pick ups**

- Dump runs
- Scrap runs

**Basic Machine Operation**

- Back up when necessary