



Job Title: Machinist Level I	Reports to: Machine Shop Supervisor
Department: Machine Shop	Pay Class: Hourly
Employment Status: Non-Exempt	Effective Date:

Summary: All machinists (L1-3) must be able to read and comprehend drawing blueprints and specifications of a particular part; understand the production process and follow the sequence of steps to follow part production. Machinists should be able to perform required machining operations, watch for problems in the production process, and check the accuracy of the finished piece against drawings and to specific tolerances.

Key Responsibilities (but not limited to):

- Conduct machine operations: Mounting, aligning, and secure tooling, attachments, and work piece on machine.
- Start machine and monitors displays and machine operation to detect malfunctions.
- Stop machine to change cutting tools and setup according to required machining sequence or to measure parts for conformance to blueprint specifications, using precision measuring instruments.
- Utilize manual, numerically controlled and computerized machine shop equipment to perform machining operations.
- Receive materials / setup and operate saws as required.
- Work from and in accordance with specifications and design criteria including but not limited to verbal instructions, work orders, drawings and copy exact.
- Perform standard shop computations relating to dimensions of work, tooling, speeds, and feeds of machining.
- Protect company assets by checking to make sure that preventive maintenance has been performed on the equipment / machines to be used.
- Lubricate machinery on a timely basis and completes maintenance request form when necessary.
- Ensure a safe, efficient, and productive working environment by following all safety rules and regulations.
- Practice good housekeeping habits (5S).
- Communicate all defects and scrap to shop supervisor.
- Notify Supervisor of any problems in manufacturing product or safety issues.
- Monitor the quality of material produced by checking the first piece in order and periodically throughout larger runs.
- Follow all miscellaneous work-related duties requested by immediate supervisor.



Qualifications:

- High school diploma or equivalent.
- One to two years related experience or equivalent.
- Basic knowledge of machine shop equipment and processes used in a manufacturing environment.
- Previous experience in machine set up/op and/or class certification.
- Basic math skills with use of a calculator.
- Proficient in blueprint reading and using measuring devices.
- Ability to communicate effectively and work cooperatively with machining department.

Competencies:

- **Diversity** - Demonstrates knowledge of EEO policy; Shows respect and sensitivity for cultural differences; Educates others on the value of diversity; Promotes a harassment-free environment; Builds a diverse workforce.
- **Ethics** - Treats people with respect; Keeps commitments; Inspires the trust of others; Works with integrity and ethically; Upholds organizational values.
- **Technical Skills**--Assesses own strengths and weaknesses; Pursues training and development opportunities; Strives to continuously build knowledge and skills; Shares expertise with others.
- **Teamwork**--Balances team and individual responsibilities; Exhibits objectivity and openness to others' views; Gives and welcomes feedback; Contributes to building a positive team spirit; Puts success of team above own interests; Able to build morale and group commitments to goals and objectives; Supports everyone's efforts to succeed.
- **Quality**--Demonstrates accuracy and thoroughness; Looks for ways to improve and promote quality; Applies feedback to improve performance; Monitors own work to ensure quality.
- **Quantity**--Meets productivity standards; Completes work in timely manner; Strives to increase productivity; Works quickly.
- **Safety and Security**--Observes safety and security procedures; Determines appropriate action beyond guidelines; Reports potentially unsafe conditions; Uses equipment and materials properly.
- **Attendance/Punctuality**--Is consistently at work and on time; Ensures work responsibilities are covered when absent; Arrives at meetings and appointments on time.
- **Dependability**--Follows instructions, responds to management direction; Takes responsibility for own actions; Keeps commitments; Commits to long hours of work when necessary to reach goals; Completes tasks on time or notifies appropriate person with an alternate plan.

Other – Work Environment and Physical Demands:



Continually required to stand

- Continually required to walk
- Occasionally required to sit
- Continually required to utilize hand and finger dexterity
- Frequently required to climb, balance, bend, stoop, kneel or crawl
- Frequently required to talk or hear
- Continually utilize visual acuity to operate equipment, read technical information and/or use a keyboard.
- Continually required to lift, push or carry items no more than 50 pounds
- Continually work near moving mechanical parts
- Occasionally work around fumes, airborne particles, or toxic chemicals
- Occasional exposure to loud noise

The above is intended to describe the general content of and requirements for the performance of this job. It is not to be construed as an exhaustive statement of duties, responsibilities or physical requirements. Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.