

**Paragon Machine Works**

**Job Description: MACHINIST**

A ***Machinist*** at Paragon Machine Works is responsible for ensuring that jobs run efficiently and effectively and has the ability to set up, program and operate the CNC machinery. They work collaboratively with the Machine Operators, understand the Machine Operators job responsibilities and serve as their resource and mentor.

**Reports to**: Mark Norstad, Owner, Paragon Machine Works

**Responsibilities include, but aren’t limited to**:

1. **Machine Programming**
* Writes and edits programs at machines and using computer software.
* Writes clear and concise set-up sheets.
* Optimizes and adjusts programs for speed and reliability, avoiding redundancy and unnecessary code.
1. **Machine Operation**
* Turns machine on and off.
* Zero return machine.
* Warms up machine.
* Supplies oils and coolants to machine.
* Supplies compressed air to machine.
* Operates machine’s accessories.
* If qualified: inspects, diagnoses and repairs broken machinery with assistance from Mark Norstad or Machine Technician.
1. **Part Production**
* Produces parts using drawing, sample part or verbal instruction.
* Selects correct machine, materials and tools for part.
* Applies speeds and feeds that are appropriate to part.
* Loads/unloads programs to machine’s memory.
* Inspects work pieces and changes offsets and/or tools as needed.
* Produces parts within required tolerances and surface finishes.
* Loads/unloads work pieces.
* De-burrs parts as needed.
* Supplies material to machine as soon as possible after completion of a cycle.
* Keeps spindles turning.
* Analyzes production failures (tools, programs, fixtures, machines, lubricants, etc.), identifies problem, and takes corrective action.
1. **Administrative**
* Accurately records set-up, job and cycle times and amount and type of material used on Job Information Sheets.
1. **Safety**
* Keeps work area (machines, work station and floors) clean and tidy.
* Wears ear and/or eye protection as needed.
* Notifies Mark Norstad of safety hazards and takes corrective action.
1. **Leadership**
* Assists with projects that improve company efficiency, productivity and safety.
* Acts as role model and mentor for Machine Operators.