



JOB DESCRIPTION

Job Title: Machinist

Location: Clintonville

Reports To: Machine Shop Lead

Department: 501

Summary:

The CNC machinist safely operates computer numerical control machines for a variety of organizational manufacturing needs. The CNC machinist will load parts into the machine, cycle machine and detect malfunctions in machine operations (such as worn or damaged cutting tools). The position produces batches of various lot sizes, communicates with co-workers and lead regarding productions runs, follows quality protocols and maintains a safe, organized and clean work environment.

Principle Duties and Areas of Responsibility:

- › Utilizes various types of manual, numerically controlled, and computerized machine shop equipment to perform machining operations
- › Sets up and operates a variety of machines including but not limited to lathes, press brakes, and saws to perform multiple machining operations and ensure the proper utilization of equipment and material
- › Maintains the work area and equipment in a clean, orderly condition and follows prescribed safety procedures
- › Adheres to company quality protocols and processes
- › Perform job duties in an ethical, professional manner which is consistent with the H&S handbook
- › Performs other related duties as assigned by management

Skills and Abilities:

- › Ability to work with minimal supervision
- › General knowledge and understanding of forming parts
- › Commitment to excellence and high standards
- › Strong organizational, problem-solving, and analytical skills
- › Ability to manage priorities and workflow
- › Versatility, flexibility, and a willingness to work within constantly changing priorities with enthusiasm
- › Acute attention to detail
- › Proven ability to handle multiple projects and meet deadlines
- › Ability to understand and follow written and verbal instructions

Qualifications:

- › One or more years of related experience preferred but not required
- › Knowledge of proper use of measuring tools/gauges and cutting tools
- › Understanding and ability to read blueprints

Direct Reports: None



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Physical Requirements:

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Use these codes to complete this section: "F" for frequently; "O" for occasionally; "N" for not at all.

Physical Activity

On the job the employee must:

- (F) Bend (O) Sit
 (F) Squat (F) Stand
 (O) Crawl (F) Walk
 (O) Climb (F) Push/Pull
 (F) Kneel
 (F) Handle objects (manual dexterity)
 (F) Reach above shoulder level
 (F) Use fine finger movements
 (F) Repetitive movement
 () Other _____

Must carry/lift loads of:

- (F) Light (up to 25lbs.)
 (F) Moderate (25-50lbs.)
 (O) Heavy (over 50lbs.)

Physical Ability:

- Vision: Good
 Color Vision: Normal
 Hearing: Normal
 Talking/Speech: Good

Physical Exposure

On the job the employee:

- (F) Is exposed to moderate or excessive (circle) noise
 (F) Is around moving machinery
 (F) Is exposed to marked changes in temperature and/or humidity
 (F) Is exposed to dust
 (O) Is exposed to fumes
 (O) Drives motorized equipment
 (O) Works in confined quarters
 (N) Unprotected heights
 () Other _____

Acceptable Minimum

- Poor Blind
 Impaired
 Moderate Loss Deaf
 Fair Mute



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APPROVALS:

Adam Lorge, Manager

Date

Human Resources

Date

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.
