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3.5.2 Machinist I

Job Title: **Machinist I**

Department: Design Engineering

Reports to: Machinist Cell Leader or Design Engineering Manager

Status: Non-Exempt

Pay Range \$

Location: Factory floor

Description - Set-up and operate machine tools, such as lathes, milling machines, both conventional and CNC, or grinders to machine tooling, fixturing and parts for experimental and production purposes. Fit and assemble parts to fabricate tooling, fixturing, mechanisms, and machines for production or experimental purposes. Solve problems relative to materials, tools, work-holding arrangements, machine settings, product specifications, and fabrication methods for production processes, applying knowledge of mechanics, shop mathematics, material properties, layout, and machining procedures. Consult with engineering and other personnel regarding device or tool information, such as design, capacity and purpose, and types of material to be used to fabricate devices or tools. Analyze written specifications, drawings, rough sketches, and verbal instructions to plan layout and determine sequences of operations. Select stock and lay out design according to dimensions computed from scaled drawings. Verify conformance of parts to specifications, using measuring instruments. Evaluate experimental procedures and recommends changes or modifications for efficiency and adaptability to setup and production. May establish work procedures for fabricating new structural devices, using variety of machine tools.

Advancement through the Machinist ranks is attained via increasing levels of education, experience, industrial skills, math skills, computing skills, responsibility and leadership potential and effectiveness.

Duties -

- Sets up machines and equipment.
- Fabricates any and all parts assigned by Machine Shop Cell Leader using a variety of mills, lathes, saws, drills and hand tools from machine shop stock. (i.e. metal, wood, glass, etc.)
- Cleans and maintains machinery and shop.
- Performs preventative maintenance and helps write procedures for it.
- Reviews work schedules and estimates requirements for job completion.
- Reads and interprets blueprints, specification sheets and schematics.
- Creates or revises work process instructions.
- Maintains production records.
- Suggests changes to improve process, product, or morale within the company.
- Performs any other function required by the managing staff.

Requirements - A High School diploma. An AA or BA/BS degree in math or science is desirable, as is advanced education and / or vocational training in Mastercam, optics, quality assurance, machining or equivalent. Familiarity with basic Microsoft PC applications. Three or more years working as a machinist or equivalent. A strong math background, including algebra, geometry, trigonometry, fractions, ratios, decimal arithmetic and percentages. Ability to collect and interpret data. A highly developed set of interpersonal skills. The ability to assess complex issues and develop and implement appropriate solutions.

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