

POSITION DESCRIPTION

POSITION TITLE: Manual Machinist

DEPARTMENT: Machine Shop

REPORTS TO: Production Manager

Hours: 7:00 – 3:30 (flexible)

POSITION OBJECTIVE: Provide timely and accurate programming and set-up of 2-D manual machining equipment in the completion of customer orders. Will set-up and operate their own piece of equipment as well as those of Machine Operators. Monitors productivity and quality of parts produced.

POSITION RESPONSIBILITIES:

- A. Reviews designs sent down from Engineering for programming, set-up, and run of stock and custom jobs.
- B. Works from finished print drawings to set-up manual machining equipment and program as necessary.
 - 1. Selects the proper cutting tools for use for each job.
 - 2. Creates programs to meet finished print requirements.
 - 3. Oversees the manufacture of parts either from their own machines or that of a Machine Operator.
 - 4. Assumes responsibility for quality of finished parts.
 - 5. Produces first piece prove out, then first piece inspection to QC.
 - 6. Programs all jobs to minimize material scrap and job running time.
- C. Reviews manufacturing process or quality issues with Production Manager and/or Engineer to affect proper resolution.
 - 1. Reviews all suggestions and/or concerns with management before running job.
 - 2. Offers ideas for cost cutting measures and minimal material usage.
- D. This position description is not intended to be all inclusive. Job duties may be added or deleted at the sole discretion of management.

PERIODIC RESPONSIBILITIES: Work Station Clean-up, Train New Employees, Oversee Machine Operator Work, Proper Operation of Equipment, Special Assignments.

SKILLS & APTITUDES: Solid Understanding of Math and Trigonometry, Computer Usage, Knowledge of Hand Tools and Machine Tool Technology.

MINIMUM PRIOR EXPERIENCE: 3 - 5 years

COMPETENCY IN NEW POSITION: 3 – 6 months

RECOGNITION OR EXPERIENCE: Previous programming and set-up experience, machine operator

EDUCATION REQUIREMENTS: H.S. Diploma

TYPE SUPERVISION RECEIVED: Moderate Supervision required

PROBABILITY OF ERRORS: Moderate to High

ERROR DETECTION PERIOD: Several hours to Days

IMPACT OF ERRORS:

Loss of Production	Increased Scrap
Machine Damage	Safety Concerns
Missed Deliveries	Increased Costs

SOURCE OF ASSISTANCE AND PROBLEM SOLVING: Production Manager, Engineering, Quality Department, Outside Resources

WORKING CONDITIONS: Manufacturing environment subject to noise, dust, solvents, long periods of standing, reaching, lifting up to 60 lbs.

Point Factor Assessment

<u>Factor</u>	<u>Degree</u>	<u>Point Value</u>
Knowledge	3	42
Experience	3	66
Initiative/Ingenuity	4	56
Physical Demands	3	30
Mental Attention	4	20
Equip./Process	4	20
Material/Product	4	20
Safety of Others	2	10
Work of Others	3	15
Working Conditions	2	20
Hazards	2	<u>10</u>
Total		309

Grade 4 = 294 - 315

