



## JOB DESCRIPTION

**Job Title:** Machinist

**Reports To:** Operations Manager and/or Shop Leadman (Refer to Organization Chart ROC-2100B)

**Summary:** Machines parts according to drawing specifications with minimal supervision. Helps drive Shop productivity and profitability by working closely with shop team, Shop Leadman, and Operations Manager to continually increase efficiency and make improvements in the workplace. Exudes outstanding customer service to both internal and external customers and helps drive the business.

**Essential Duties and Responsibilities** include the following. Other duties may be assigned.

**Machinist:**

- Practices basic and complicated machining procedures to ensure personal and coworker safety and efficient operation.
- Sets-up and efficiently operate manual lathe and mill with minimal supervision.
- Provides accurate documentation on time cards and work orders.
- Keeps machines and work areas clean and organized.
- Provides an adequate set of O.D., I.D. and depth micrometers up to 6".
- Interprets manufacturing drawings with minimal supervision.
- Machines parts for work orders according to drawing specifications with normal supervision.
- Inspect parts for conformance to drawing before sending to Quality Control Department.
- Maintains an acceptable scrap level.
- Understands and conform to company policies.
- Performs other duties as assigned by supervisor.

**Competencies:**

To perform the job successfully, an individual should demonstrate the following competencies:

**Analytical** - Synthesizes complex or diverse information; uses intuition and experience to complement data.

**Adaptability** - Adapts to changes in the work environment; manages competing demands; changes approach or method to best fit the situation; able to deal with frequent change, delays, or unexpected events.

**Attendance/Punctuality** - Is consistently at work and on time; ensures work responsibilities are covered when absent; arrives at meetings and appointments on time.

**Business Acumen** - Understands business implications of decisions; Aligns work with strategic goals.

**Communications** - Expresses ideas and thoughts verbally; expresses ideas and thoughts in written form; exhibits good listening and comprehension; keeps others adequately informed; selects and uses appropriate communication methods.



**Customer Service** - Responds promptly to customer request (internal/external); Responds to requests for service and assistance; Meets commitments.

**Cost Consciousness** - Works within approved budget; Develops and implements cost saving measures, where appropriate; Conserves organizational resources.

**Ethics** - Treats people with respect; Keeps commitments; Inspires the trust of others; Works with integrity and ethically; Upholds organizational values.

**Judgment** - Displays willingness to make decisions; Exhibits sound and accurate judgment; Supports and explains reasoning for decisions; Includes appropriate people in decision-making process; Makes timely decisions.

**Planning/Organizing** - Prioritizes and plans work activities; Uses time efficiently.

**Problem Solving** - Identifies and resolves problems in a timely manner and works through proper channels; Gathers and analyzes information skillfully; Assists in developing alternative solutions; Works well in group problem solving situations.

**Qualifications:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Education/Experience:**

High school graduate and/or equivalent work experience with CNC and/or manual machines, as appropriate.

**Language Ability:**

Ability to read, analyze, and interpret common technical information; Ability to respond to common inquiries and/or issues raised from internal or external customers.

**Math Ability:**

Displays mechanical aptitude; Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percentages.

**Reasoning Ability:**

Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

**Computer Skills:**

WorkFlow System; CNC programming, as appropriate to team.



**Certificates and Licenses:**

No certifications needed

**Work Environment:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate.

**Physical Demands:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this Job, the employee is regularly required to sit. The employee is frequently required to walk; use hands to finger, handle, or feel; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; talk or hear and taste or smell. The employee is occasionally required to stand. The employee must regularly lift and /or move up to 10 pounds, frequently lift and/or move up to 25 pounds and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include Close vision, Distance vision, Peripheral vision, Depth perception and Ability to adjust focus.

**The above job description is not intended to be an all-inclusive list of duties and standards of the position. Incumbents will follow any other instructions, and perform any other related duties, as assigned by their supervisor.**

---

**ACKNOWLEDGED: Employee**

---

**Date**

---

**Supervisor**

---

**Date**