

POSITION DESCRIPTION

Position Title:	Entry Level Machinist	Dept:	Manufacturing
Reports To:	Production Supervisor	FLSA Status:	Non-Exempt
Approval Signature:		Approval Date:	April 1, 2025
		Revised Date:	April 2, 2025

Summary:

Responsible for setting up and operating computer numerically controlled lathes to perform machining operations such as turning, boring, contouring, facing, and threading parts such as castings, forgings, and bar stock by performing the following duties. Responsible operating CNC machines and inspecting work to print. Progression to setup machinist as skills progress.

Duties and responsibilities include, but are not limited to, the following:

- Reads process sheets, blueprints, and sketches of part to understand machining to be done, utilize metrology tools to adhere to dimensional specifications;
- Works with leads to provide process improvements and troubleshooting when necessary;
- Mounts work pieces in chuck, to faceplate, or to fixtures;
- Observes numerical control displays on control panel and compares with data on process sheet to verify dimensional adjustments and offsets if necessary
- Turns dials and switches to override program and correct machine performance;
- Inspects first run piece and spot checks succeeding pieces for conformance to specifications using operation certification knowledge;
- Studies job packets and organizes materials for next order during cycles to reduce cycle and setup time;
- May run 2 machines if process allows
- Machines metallic and nonmetallic materials;
- Utilizes all types of inspection instruments to check work per print without supervision;
- Performs basic equipment maintenance;
- Owns basic checking skills and hand tools at minimum;
- Other duties as assigned.

Supervisory Responsibilities:

Not applicable.

Skills and Experience:

High School diploma or GED. Prior machine shop experience or manufacturing program coursework. Ability to interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to use metrology equipment (calipers, micrometers, pin gages, comparator, etc.) and the expectation to improve. Ability to work with fundamentals of plane and solid geometry as well as trigonometry and general math concepts (fractions, percentages, ratios, and proportions) to practical situations. Ability to follow instructions and stay on task.

Preferred Skills and Experience:

Computer Experience.
Experience with CNC machines (mills, lathes, manual and CNC)

Physical Demands/Work Environment:

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 the job, the employee is regularly required to talk or hear. The employee is frequently required to sit and occasionally required to stand, walk, and use hands to finger, handle, feel or lift objects, tools, or controls; and talk or hear. The employee is occasionally required to climb, balance, stoop, kneel, and/or crouch. Job responsibilities demand exposure to the production floor. The employee will regularly work near moving mechanical parts. The employee will occasionally be exposed to fumes or airborne particles and will have the risk of electrical shock. Company lifting limitations will be enforced. 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. The specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

Work Hours:

Full-Time Flex Schedule:

(4) 10 hour days, (1) 8 hour day optional, Saturdays Optional

Part-Time consideration for students.

Pay and Benefits:

\$20 - \$24 per hour

Health Insurance
Paid Vacation
401(k)
& Other Benefits

Contact Information:

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