

Job Title: Manual Machinist
Reports To: Foreman

Summary: Entry Level Position. Performs Manual Machining, Finishing and Assembly Operations on various parts, tooling and fixtures.

Qualifications:

- High School Diploma or Equivalent
- Ability to read and understand Blueprints and Routers/Travelers
- Ability to understand Geometrical Dimensions and Tolerances (GD&T)
- Excellent communication and basic math skills
- Knowledge of proper use and interpretation of measuring tools and gauges
- Commitment to excellence and high standards
- Strong organizational and problem-solving skills
- Ability to manage priorities and workflow
- Versatility, flexibility and a willingness to work within constantly changing priorities and enthusiasm
- Mechanical Aptitude
- Enjoys working with hands
- Acute attention to detail
- Ability to understand and follow written and verbal instructions
- Ability to understand any and all safety requirements and cautions
- Ability to perform physical labor as necessary
- Self-Motivated and Positive Attitude
- Reliable transportation
- Ability to lift 25-50 lbs

Competencies:

- Problem Solving - Identifies and resolves problems in a timely manner. Gathers and analyzes information skillfully; develops alternative solutions; works well in group problem solving situations; uses reason even when dealing with emotional topics.
- Technical Skills – Assesses own strengths and weaknesses; Pursues training and development opportunities; Strives to continuously build knowledge and skills.
- Organizational Support – Follows policies and procedures; Completes administrative tasks correctly and on time; Supports organization's goals and values.
- Quality – Demonstrates accuracy and thoroughness; Looks for ways to improve and promote quality; Monitors own work to ensure quality.
- Quantity – Meets productivity standards; Completes work in a timely manner; Strives to increase productivity; Works quickly and efficiently.
- Attendance/Punctuality – Is consistently at work and on time; Ensures work responsibilities are covered when absent.

- Dependability – Follows instructions, responds to direction; Takes responsibilities for own actions; Keeps commitments; Commits to overtime when necessary to reach goals; Completes tasks on time or notifies Supervisor with alternative.

Duties and Responsibilities:

- Utilizes various types of manual and numerically controlled machine shop equipment (i.e. Cylindrical and Surface Grinding, Burring, Blasting, Engine Lathes, Honing, etc.) to perform machining operations on materials including, but not limited to steel, aluminum, titanium and plastics.
- Works from and in accordance with specifications and design criteria including but not limited to verbal instructions, drawings and blueprints; performs standard shop computations relating to dimensions of work and tooling.
- Uses a wide variety of precision measuring instruments; maintains accurate dimensional tolerances based upon drawings.
- Improvises production aides as necessary to facilitate operations.
- Reworks and calibrates production parts or assemblies and machine tooling as required; checks each component for accuracy as they come off of the machine.
- Maintains thorough knowledge of all applicable safety requirements and considerations.
- Provides all required reports and/or correspondence.
- Performs other related duties and assigned by Supervisor.