

Title:	CNC Machinist I	Reports To:	Foreman/Coordinator
Department:	CNC Shop	Exemption:	Non-exempt
Date:	12-17-14	Shop:	Large/Small

SAFETY SENSITIVE POSITION

Primary Purpose: Operate basic CNC machines (lathes and/or mills) to produce parts. Clean and inspect completed parts.

Essential Functions:

- Machinist – Performs under direction.
 - Edit 2D programming in machines.
 - Set up machine with raw materials and secure materials for job.
 - Set up tooling specific to job scope with assistance.
 - Perform a dry run of the job to ensure machine will produce parts specific to job scope.
 - Read basic G-code and M-code. Ensure machine are operating according to program.
 - Constantly monitor machine to ensure the manufacture of accurate components per job specifications.
 - Clean, de-bur, and inspect finished parts to ensure they were manufactured to specifications.
 - Use measuring devices and techniques to ensure proper sizings per each specific job.
 - Read and interpret blue prints to ensure parts are correct and according to job scope.
 - Record materials used throughout the process including types and varieties.
 - Record data throughout process including sizings and illustrations to ensure proper outcome of jobs.
 - Use various hand held and stationary power and non-power tools as needed including but not limited to band saws, belt sanders, hand grinders, and files.
- Other
 - Observe all safety procedures and use proper safety equipment including eye, ear, and hand protection.
 - Maintain a clean, neat, and safe work environment at all times.
 - Operate and maintain equipment in a safe manner at all times.
 - Promote strong company image and maintain positive working relationships at all times including professional behavior with customers (very infrequent, if never) and co-workers within department (daily basis).
 - Provide outstanding customer service at all times.
 - Perform work according to established company policies and procedures.
 - Perform other duties as requested.

Requirements:

- **Education:**
 - High school diploma or equivalent.
 - .
- **Experience:**
 - One year manual machinist experience or one year of technical CNC machinist training/education.
- **Other:**
 - Experience with computers and Windows-based software.
 - Ability to read and interpret blueprints.
 - Ability to perform basic math functions including addition, subtraction, multiplication, and division.
 - Ability to read, write, and comprehend basic written and verbal instructions.
 - Ability to understand, perform, and retain various job related training, operational, and safety procedures.
 - Ability to exercise initiative, judgment, and decision making related to routine duties within set company standards.
 - Ability to operate overhead cranes, fork lift trucks, and other equipment.

Values Statement: Cares for people; shows humility; acts with absolute integrity and trustworthiness; never gives up; continually grows; and demonstrates excellence.

SAFETY SENSITIVE POSITION

PHYSICAL DEMANDS

N/A: Not Applicable

S: Seldom (1-10% of the time)

O: Occasional (10%-30% of the time)

F: Frequent (30%-70% of time)

C: Constant (Over 70% of the time)

WNL: Within Normal Limits

Our Industry requires the performance hazardous activities. The duties of this job require the performance of safety sensitive activities affecting the health and well-being of others. Performing the core functions and duties of this job impaired physically or chemically increases the chance of accidents and injury. Employee health and safety is necessary for the efficient operation of our business and our customer's businesses.

Electromagnetic Interference (EMI) and Radio Frequency (RF) Warning

Electromagnetic interference (EMI) and radio frequency (RF) fields are generated from job tasks associated with this position. These fields have been known to affect medical implants/devices such as heart devices (pacemaker, ICDs/CRT, defibrillators), insulin pumps and/or cochlear implants.

Interference with heart devices can result in asynchronous pacing (pacing independent of underlying cardiac activity), inhibition of pacing (pacing therapy not provided when needed), ventricular pacing at maximum tracking rate, inhibition of tachyarrhythmia therapy (shock therapy not provided when needed), inappropriate shocks (shock therapy provided when not needed), and/or deactivation of tachyarrhythmia therapy.

Activity	Frequency	Comments
Sitting	O	
Standing	C	
Walking	C	
Walking on Uneven Terrain	O	
Stair Climbing	S	
Driving	S	
Keyboarding (typing/data entry)	S	
Repetitive Motion	F	
Handling/Grasping	F	
Fingering	F	
Bending/Stooping	F	Measuring of parts, manipulation of parts, filing required at all levels
Squatting	F	Measuring of parts, manipulation of parts, filing required at all levels
Twisting	O	Pivoting is the preferred method
Crawling	F	
Reaching	C	Heights: Arms length, overhead, WNL
Overhead Work	O	Heights: See reaching
Kneeling	F	
Balancing	F	
Climbing	O	
Crouching	O	
Hearing	WNL	Customers, supervisors, co-workers
Talking	WNL	Customers, supervisors, co-workers, groups
Vision 20/40 or Better	WNL	
Vision Color discrimination	WNL	
Vision Depth Perception	WNL	
Vision Full Field	WNL	

Lifting/Carrying	Weight	Height/Distance	Frequency	Comments
Lifting	10 lbs. or less	Floor to waist	C	Supplies and equipment
	10 lbs. or less	Waist to overhead	S	Supplies and equipment
	11 to 25 lbs.	Floor to waist	F	Measuring of parts, manipulation of parts, tools
	26 to 50 lbs.	Floor to waist	F	Measuring of parts, manipulation of parts, tools
	51 to 75 lbs.	Floor to waist	O	Measuring of parts, manipulation of parts, tools
	76 to 100 lbs.	Floor to waist	S	With assistance
	Over 100 lbs.		S	With assistance
Carrying	10 lbs. or less	1000' +/-	C	Supplies and equipment, tools
	11 to 25 lbs.	100' +/-	C	Supplies and equipment, tools
	26 to 50 lbs.	25' +/-	F	Supplies and equipment, tools
	51 to 75 lbs.		S	Supplies and equipment, tools
	76 to 100 lbs.		S	With assistance
	Over 100 lbs.		S	With assistance

ENVIRONMENTAL CONDITIONS

Condition	Frequency	Condition	Frequency
Inside	C	Outside	O
Temperature Extremes	S	Fumes/Dust/Mists/Gases	O
Odors	O	Altitude	S
Cold	S	Heat	O
Noise	F	Vibration	O
Confined Space	S	Slippery Surfaces	O
Wet	S	Weather	S

REQUIRED PERSONAL PROTECTION EQUIPMENT

	Comments
Clothing (Type)	Uniform consistent with shop attire
Safety Glasses	Required when in shops or as posted
Goggles	Required per job task
Earplugs	Required when noise hazard present over 85 dB
Ear Muffs	Required when noise hazard present over 85 dB
Gloves	Required per job task
Steel-Toe Boots/Shoe	Required
Respirator (Type)	½ face respirator negative pressure and per job task
Other	Per job task

EQUIPMENT OPERATION

Mobile Equipment	Frequency	Tools	Frequency
Fork Truck	O	Power Tools	F
Pallet Truck	O	Air Tools	F
Aerial/Scissors Lift	NA	Hand Tools	F
Pick Up Truck	NA	Other: Standard Office Equipment	S
DOT Regulated Truck	N/A	(copier, shredder, etc.)	
Hoists	C	Other – Electrical Test Equipment	NA

Physical Demands Reviewed By: Ken Yeager

Date: 01/10/12

Updated Physical Demands By: Robert Schmitt

Date: 12/11/12