

Title:	Manual Machinist I	Reports To:	Foreman/Coordinator
Department:	Various	Exemption:	Non-exempt
Date:	12-19-14	Shop:	Large/Small

Primary Purpose: Perform basic lathe/milling operations by utilizing medium size machines including manual lathes/mills. Inspect basic/routine parts for defects and wear.

Essential Functions:

- Machinist – Performs under direction.
 - Perform milling operations such as drilling, tapping, boring, broaching, and conventional milling and lathe work using various engine lathes including but not limited to horizontal and vertical mills and horizontal boring mills.
 - Use measuring devices and techniques to ensure proper sizings.
 - Record data to produce expected service and/or design results including sizings and illustrations.
 - Understand materials and their various applications in order to complete job.
 - Use various hand-held and stationary power and non-power tools including but not limited to band saws, belt sanders, hand grinders, and files to complete job.
 - Lift, tighten, adjust and/or secure heavy objects in order to perform work and observe safety precautions.
- 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) 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:**
 - Basic mechanical knowledge required. One year machinist experience and/or machine trades technical schooling preferred.
- **Other:**
 - Ability to perform basic math functions including addition, subtraction, multiplication, and division. Knowledge of trigonometry a plus.
 - 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.
 - Travel may be required.

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

Physical Demands Reviewed By: Curt Lamborn

Date: 01/16/12