

# Machinist

Job Title:	Machinist	Company Job Code:	.....
FLSA Status:	.....	Division/Department	.....
EEO Code:	.....	Reports to:	Shift Supervisor
Salary Grade/Band:	.....	Last Revision Date:	.....

## SUMMARY

Responsible for fabricating replacement and new parts for facility machinery. Fabricate, erect, install, and maintain facility machinery.

## PRIMARY RESPONSIBILITIES

1. Fabricate replacement and new parts for facility machinery.
2. Fabricate, erect, install, and maintain facility machinery.
3. Perform preventative and predictive maintenance on facility machinery.
4. Troubleshoot and repair facility machinery.
5. Write and maintain standard operating procedures (SOPs) and Job Safety Analysis (JSAs).
6. Program PLC's.
7. Complete daily maintenance and repair logs.
8. Communicate with operators from other shifts.
9. Maintain and secure work tools.
10. Clean and maintain work area.
11. Turn off and lock out equipment when not in use.
12. Other duties as assigned.

## ADDITIONAL RESPONSIBILITIES

1. Perform back-up for assembly line.
2. Perform back-up for warehouse.
3. Provide on-the-job training to new employees.
4. Order tools and fabrication parts.

## KNOWLEDGE AND SKILL REQUIREMENTS

1. Basic reading, writing, and some advanced arithmetic skills required. This is normally acquired through a high school diploma or equivalent.
2. Advanced skills (Journeyman level) required in one or more of the following areas: HVAC, electrical,

mechanical, hydraulic & pneumatic systems, plumbing, carpentry, piping systems, and PLC programming.

3. Experience using one or more of the following tools: lathe, milling machine, drill press, and vertical/horizontal cut off saw.
4. Ability to read, interpret, and create blueprints and schematics.
5. Manual dexterity required for operating machinery and computers.
6. Ability to lift up to 30 pounds required.

## **WORKING CONDITIONS**

Working conditions are normal for a manufacturing environment. Work involves frequent lifting of materials up to 30 pounds. Machinery and tool operation requires the use of safety equipment to include but not limited to; eye safety glasses, hearing protectors, work boots, and hardhats. Loose fitting clothes and jewelry are not permitted.

**SOURCE: [hrVillage.com](http://hrVillage.com)**