



Job Title:	Machinist	EEOC Group Code:	10-Production Operative
Department/Value Stream:	Grand Forks VS	EEOC Classification Code:	7-Operative
Employee Pay Group Code (1=Salary 2=ADP Time Card)	ADP Time Card	Position Type: (RFT, TFT, RPT, TPT, Intern)	RFT
Employee Classification: (Exempt, Non-exempt)	Non-Exempt	Travel Required:	<5%
Supervision Received:	Production Supervisor	Supervision Exercised:	None

**Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time.*

Job Description

Position Overview

Responsible for operating CNC and manual equipment such as mills, lathes, grinders, drill presses, presses, welders, and heat treatment for production, prototype, and tooling parts. Will operate machine to conform to standard operating procedures and optimize program for efficient use of equipment and material. Responsible for blue print interpretation and be able to ensure quality product. Applicant must be willing to work with others and maintain positive work environment. Is cost conscious, schedule adherent, uses time efficiently, and is innovative.

Essential Duties and Responsibilities

1. Operate CNC and manual equipment such as mills, lathes, grinders, drill presses, presses, welders, and heat treatment including setup.
2. Loads and unloads parts in a timely manner between machine cycles.
3. Performs finishing and quality assurance operations while machine is running next cycle.
4. Accomplishes assembly or secondary operations in immediate area while machine is running.
5. Changes out worn tooling when needed.
6. Alarms supervisor or project coordinator when parts don't meet specifications.
7. Operates fabrication equipment or does other work when machining production work is not available.
8. Maintain a positive work atmosphere by acting and communicating in a manner so that you get along with customers, clients, co-workers, and management.
9. Helps the company meet its Quality objectives.
10. Other duties may also be assigned.

Key Competencies

Demonstrates attention to detail, identifies and resolves problems in a timely manner, gathers and analyzes information skillfully, develops alternative solutions, uses reason even when dealing with emotional topics, seeks self improvement, learns new skills to improve job performance, promotes a harassment-free environment, strives for personal and organizational excellence, maintains confidentiality, speaks clearly; listens and gets clarification, able to read and interpret written information, writes clearly, accurately, and concisely, displays willingness to make decisions, prioritizes and plans work activities, looks for ways to improve and promote quality; makes recommendations for improvements, accepts responsibility, follows or exceeds organizational standards, frustration tolerance, time management, teamwork and multitasking.

Qualifications and Education Requirements

- High School Diploma or GED.
- Understands basic machining operations
- Employer prefers blueprint experience but training is available
- Can work safely unattended and is self directed
 - OR -
- An acceptable combination of education and experience



Work Environment

The work environment characteristics described here are representative of those employees encounter while performing the essential functions of their job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to stand and walk up and down stairs. The employee must frequently be able to lift 0-20 lbs overhead. The employee occasionally must be able to lift 21-50 lbs and rarely over 51 lbs.

- Repetitive motion: This position involves heavy grasping, frequent forceful grasping, pushing and pulling.
- Environment considerations: While performing the duties of this job, the employee may be exposed to hot/cold temperatures, vibration, chemical exposure, and noise exposure.
- Equipment used: Includes, but is not limited to screwdriver, hammer, various size wrenches, torque gun, cardboard crusher, forklift, lift tables, various pneumatic and hydraulic tools, and overhead cranes.
- Ergonomics: Ergonomic practices will be discussed during Safety Orientation upon hire. Further training will be provided as necessary by the employer.

Reviewed By:	Rodger Pearson	Last Updated Date:	06/11/12
Employee Signature:		Date:	