

## Machinist

<b>Job Title:</b> Manual Machinist	<b>Company:</b> West River Conveyors & Machinery
<b>FLSA Status:</b> Hourly – Non-Exempt	<b>Reports to:</b> Shop Foreman
<b>EEO Code:</b> 6 – Craft Workers	<b>Last Revision Date:</b> February 20, 2017

### Summary

Under minimal supervision, sets up and operates manually controlled machines in skilled precision and bench work in the fabrication, maintenance, repair and alteration of machinery, machine parts, tools and equipment.

### Primary Responsibilities

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Operate machine tools such as lathes, milling machines, and grinders to produce metal parts.
2. Review electronic or written specifications for the job.
3. Lay out, measure, and mark metal stock in order to display placement of cuts.
4. Shape steel, determining how fast or slow work piece is fed into machine and how much material should be removed.
5. Plan the sequence of cutting and finishing operations and select appropriate tools and materials for the job.
6. Position and monitor work piece on the drill press, lathe or milling machine.
7. Ensure work piece is properly lubricated and/or cooled.
8. Monitor and replace tools that have become dull.
9. Measure, examine, and test completed units in order to detect defects and ensure conformance to specifications.
10. Maintain industrial machines, applying knowledge of mechanics, shop mathematics, metal properties, layout, and machining procedures.
11. Other duties as assigned by supervision.

### Competencies

1. Attention to Detail
2. Time Management
3. Thoroughness
4. Mathematics & Measurement Skills



## **Supervisory Responsibility**

This position has no supervisory responsibilities.

## **Work Environment**

The noise level in the work environment of a machinist is usually very loud. Most of their time is spent standing or bent over.

This job requires the use of safety equipment to include but not limited to: eye safety glasses, protective clothing, hearing protection, safety shoes, and hard hats. Loose fitting clothes and jewelry are not permitted.

## **Physical Demands**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is regularly required to stand. This position is active and requires standing, walking, bending, kneeling, stooping, and crouching all day. The employee is frequently required to walk; reach with hands and arms; and talk or hear.

The employee must frequently lift or move items over 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

## **Travel**

No travel is expected for this position.

## **Required Education and Experience**

1. High School Diploma or GED
2. 3-5 Years of related experience

## **Preferred Education and Experience**

1. Trade certification

## **EEO Statement**

West River Conveyors offers employment opportunities to all persons without regard to race, religion, age, sex, national origin, or handicap.

## **Other Duties**

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.



**Signatures**

This Job Description has been approved by all levels of management:

Manager \_\_\_\_\_

HR \_\_\_\_\_

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Employee \_\_\_\_\_ Date \_\_\_\_\_