



Job Title: Machine Operator
Department: Production
Wage Category: Non-Exempt
Reports To: Production Manager
Completed By: R. Withrow
Date: 10/15/11
Approved By: C. Cox
Date: 10/18/11

Job Summary

The Machine Operator operates various machining equipment to produce production components and finished product.

Job Duties and Responsibilities

1. Operate various machine shop equipment including lathes, mills, and grinders.
2. Set up of jobs including stock seating and tooling placement and adjustment from set up sheets.
3. Basic programming of small jobs.
4. Assemble Production products when time permits.
5. Maintain material inventory accuracy for raw materials used in the Machine shop.
6. Maintain clean and safe shop environment

QUALIFICATIONS/SKILLS & KNOWLEDGE REQUIREMENTS

- 2 years hands on experience in operating CNC mills and Lathes to produce product to drawing requirements
- Proficient in reading drawings
- Ability to change job focus quickly and easily as priorities shift

GENERAL INFORMATION:

The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this position. They are not intended to be an exhaustive list of all duties, responsibilities, and skills required of personnel so classified.

This position must be able to work in a fast-paced environment with demonstrated ability to juggle and prioritize multiple, competing tasks and demands and to seek supervisory assistance as appropriate.