



Job Description

Job Title: Manual Machinist (Level I)

Department: Production

Reports To: Machinist Supervisor

FLSA Status: Non-Exempt

Job Description

Operate a variety of machines, tools, and equipment to manufacture and repair mechanical assemblies.

Job Duties

Record all data necessary to produce expected service and/or design results, including measurements and illustrations

Perform work required by Supervisor abiding by Company's Procedures/Processes

Must be able to plan machining jobs by reviewing job orders, blueprints, engineering plans, materials, specifications, orthographic drawings, reference plans, locations of surfaces, and machining parameters; interpreting geometric dimensions and tolerances

Perform various metalizing (metal spraying) techniques as needed

Setup mills or lathes by installing and adjusting three- and four-jaw chucks, tools, attachments, collets, bushings, cams, gears, stops, and stock pushers.

Clean up sweepings of machine tool operation scrap and places in trash bin

Bore and bush endbells

Check runouts

Inspect and mic out motors

Sleeve bearing inspection

Assemble bearing housing/component to accurately measure.

General lathe work

Bore fans

Fill out shaft sheet to determine repairs

Perform NDT and Ultrasound

Make new keyways

QC other work

Machine new shaft centers

Follow print procedures

Lap bearing housing cover

Perform all tasks as directed by Manager

No Supervisor role

Skills/Qualifications

Effective written, verbal, and electronic communication

Ability to understand, perform and retain various job-related training and operational safety procedures demonstrated by supervisor

Ability to mic accurately within .0003" of an inch consistently

Basic mechanical aptitude

Must have the physical capability to safely lift at least fifty (50) pounds

Ability to stand, bends knees, and walk on a daily basis when needed

Ability to withstand heat during summer months and cold weather during winter

Ability to use/read micrometer to .0001" increments

Subtract/add numerical values in fractions and decimals

Adhere to all safety regulations

Must be available to work overtime and weekends as needed

Willingness to learn latest processes and procedures

Must complete the respirator fit test

Continuing education; personal development

Must follow all ISO quality processes, programs, and procedures

Participate in regular training as required by the Training Program

Education & Work Experience

Preferred level of education/experience: Must hold a minimum of a high school diploma, plus some trade school, vocational/technical school, military, or on the job training

Minimum of 5 years work experience in a machine shop or completion of Machine Schooling preferred

Knowledge of motor industry is a plus

Must be able to read, speak, write, and comprehend English

Physical Demands

O = Occasionally (0 to 33%)

F = Frequently (34 to 66%)

C = Continuously (67 to 100%)

Overhead Lifting	F	Up to 25lbs
Waist Level Lifting	C	Up to 50lbs
Floor Level Lifting	C	Up to 50lbs
Pushing/Pulling	C	
Sitting	O	
Standing	C	At work station
Walking	C	Walking the shop floor
Carrying	F	Paperwork/ Tool
Climbing	O	Stairs
Crawling	O	
Balancing	O	
Stooping	F	
Bending	F	Checking equipment
Kneeling	F	Checking equipment
Twisting	F	
Reaching	F	
Finger Dexterity	C	Tools
Handling	C	Tools/ Equipment
Grasping/Gripping	C	Tools/ Equipment
Feeling	O	
Talking	F	Training/ Directing
Hearing	C	Directions/ Instructions
Vision	C	Detail
Weather	C	Extreme Heat/ Cold

Employee Signature

Date