

## JOB DESCRIPTION

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**POSITION:** MACHINIST  
**DEPARTMENT:** Maintenance  
**DIVISION:**  
**REPORTS TO:**

**JOB CODE:**  
**FLSA:** Hourly Non-Exempt  
**GRADE:**  
**DATE:**

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### POSITION SUMMARY

The Machinist is responsible for setting up and operating manually controlled machines in skilled precision and bench work in the fabrication, maintenance, repair and alteration of machinery, machine parts, tools and equipment.

### ESSENTIAL DUTIES AND RESPONSIBILITIES

- Studies sample parts, blueprints, drawings, and engineering information in order to determine methods and sequences of operations needed to fabricate products and determine product dimensions and tolerances.
- Works with supervisor in determine raw materials needed such as brass, steel or aluminum. Works with mechanics to obtain specifications for needed components.
- Plans the sequence of necessary actions for the completion of a job.
- Performs welding responsibilities prior to machining any parts.
- Produces or repairs precision parts using both manual and automated equipment. Takes measurements and marks material for cutting or shaping. Measures, examines, and tests completed units in order to detect defects and ensure conformance to specifications. Uses gages and measuring instruments to meet tolerance requirements such as levels, tapes and squares.
- Uses precision tools, machinery and equipment such as lathe, calipers, vertical milling machine, drill press, hydraulic press, chop saw, band saw, and a variety of cutting tools and equipment.
- Fabricates and shapes parts such as tools and machine parts out of various materials. Properly and safely selects, aligns, secures and removes holding fixtures, cutting tools, attachments, accessories and materials onto machines.
- Installs repaired parts into equipment or install new equipment.
- Cleans and lubricates machines, tools, and equipment in order to remove grease, rust, stains, and foreign matter.
- Dismantles machines or equipment, using hand tools and power tools, in order to examine parts for defects and replace defective parts where needed. Fits and assembles parts to make or repair machine tools.
- Notifies appropriate personnel when problems arise.
- Duties and responsibilities and activities may change, or new ones may be assigned at any time with or without notice.

- Follows all safety standards and policies.
- Maintains a neat and orderly work area.

**NON-ESSENTIAL DUTIES AND RESPONSIBILITIES**

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To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required for this position. Reasonable accommodations may be made, upon request, to enable individuals with disabilities, who otherwise meet the qualifications, to perform the essential functions of the position.

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Trainee: \_\_\_\_\_

Trainer: \_\_\_\_\_

Date: \_\_\_\_\_