

# General Grind and Machine, Inc.

## Job Description

<b>Job title</b>	<i>Machine Operator</i>
<b>Reports to</b>	<i>Area Manager</i>

### Job Summary

The machine operator will operate one or more CNC machines or other machines to produce precision machined parts to blue print specifications.

### Duties and responsibilities

- Ensures all documents are at work station prior to operating machine such as work order, blue print, process sheet, and inspection sheet
- Ensures all documents have the same rev level
- Checks out inspection equipment from the tool crib and verifies the correct equipment matches the process sheet and inspection sheet
- Ensures all inspection is calibrated prior to run
- Clocks in on work order and utilizes machine metrics if available
- Loads unfinished parts and removes finished parts from machine
- Checks rate of job within first hour and notifies supervisor of any issues
- Performs 1<sup>st</sup> piece inspection and receives 1 hour verification
- Documents three checks per job, per shift and documents findings on inspection sheet
- Participates in training to advance in levels to be able to run multiple levels of parts
- Observes machine operations to detect any part defects or machine malfunctions
- Removes burrs, sharp edges rust, etc from the parts
- Packages parts in specified container according to packing instructions on work order
- Follows procedures as they relate to red and green tag completion
- Calls for forklift in a timely manner to maintain efficiency
- Performs minor maintenance to machine as needed
- Completes clean up at the end of shift to leave next shift ready to run
- Promotes and enforces Company quality, safety, and environmental policies in work area
- Follows all Company policies and procedures put in place
- Works in a safe efficient manner
- Other duties as assigned by manager

### Qualifications

The ideal candidate will have prior work experience in a machine shop environment, including blue print reading, basic shop math, and knowledge in the use of inspection equipment such as calipers, micrometers, and gauging.

Qualifications include:

- High School Diploma or GED required
- Ability to perform basic mathematics
- Ability to read blue prints and inspection sheets
- Ability to operate inspection equipment and hand held measuring tools
- Ability to read and listen to assignments given in a variety of forms

### **Working conditions**

Shop environment – 100% of the time

### **Physical requirements**

- Ability to work 12 hour shifts
- Prolonged periods of standing at a machine
- Occasionally lift up to 50 pounds from 30-50 inches
- Occasionally push/pull force 6 to 33 pounds
- Frequently grip with a force of 5 - 85 pounds

### **Direct reports**

This position does not have any supervisory responsibilities.

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