



Job Description – Grinder I

Position Title: Grinder I	Reports To: Grind Manager
Job Code: M876	Department: Grind
FLSA Status: Non-Exempt	Work Schedule or Total Hours per Day: 8 – 10 hours per day

POSITION SUMMARY:

Under close supervision, is responsible for the set-up and operation of precision cylindrical machine. Will perform precision cylindrical grinding of parts per customer specification. Will perform required quality workmanship through the use of precision measuring instruments and a variety of machinists hand tools. Interprets blueprints, sketches and engineering specifications; fits and assembles precision parts into grind machine and determines material, parts, and equipment required. Follows scheduled workflow assignments in order to meet customer demands and production requirements.

ESSENTIAL DUTIES & RESPONSIBILITIES:

Essential functions are the core duties or tasks that the employee will perform. List the duties that are central to performing the most basic functions of the job.

1. Grinds metal parts according to customer specifications and established performance standards.
2. Performs quality workmanship through the use of precision measuring instruments, enters data into the Statistical Process Control (SPC) system.
3. Refers to Tech Sheets, blue prints or Purchase Orders to ensure parts are grind to correct specified dimensions.
4. Follows scheduled workflow according to assigned priorities and communicates deviations to department manager
5. Works toward increased performance and makes adjustments to equipment and set-ups as needed.
6. Monitors equipment maintenance with the guidance of Grind Manager or Machinist, Sr. Specialist.
7. Adheres to safety regulations.
8. Performs other duties as assigned.

QUALIFICATIONS & REQUIREMENTS:

High school diploma or equivalent. Basic math skills and English reading skills. Ability to read and interpret blue prints, tech sheets and purchase orders. Ability to use precision measuring/inspection equipment such as micrometer and height gages.

Has full knowledge and experience working with grind machines (i.e., Cincinnati C Grinder, Studer or Okamoto; aerospace industry experience preferred. Must be willing to work overtime (including weekends) as needed.

ITAR REQUIREMENT:

Due to ITAR regulations, this position requires that the employee must be a U.S. Person (U.S. Citizen or Permanent Resident).



Physical Demands (Requirements)									
Work Setting:	Total Hours In 8-Hr Day					Total Hours In 8-hr Day			
	0-1 R	1-3 O	3-6 F	6-8 C		0-1 R	1-3 O	3-6 F	6-8 C
Body Movements					Physical				
Bend At Waist	X				Lift	1-10 lbs	X		
Twist Upper Body	X					11-19 lbs	X		
Kneel	X					20-49 lbs	X		
Walk – Uneven Surface	X					50+ lbs			
Climb	X				Carry	1-10 lbs	X		
Reach Above Shoulder	X					11-19 lbs	X		
Repetitive Use of Hands						20-49 lbs	X		
a) squeezing		X				50+ lbs			
b) keyboarding	X				Push	1-10 lbs	X		
Operate Foot Controls	X					11-19 lbs	X		
Endurance	X					20-49 lbs	X		
Sit	X					50+ lbs			
Stand				X	Pull	1-10 lbs	X		
Walk	X					11-19 lbs	X		
Talking		X				20-49 lbs	X		
Hearing				X		50+ lbs			

R = Rare (<1%) O= Occasional (1-33%) F = Frequently (33-66%) C = Continuously (66-100%)

LIMITATIONS & DISCLAIMER:

The statements herein are intended to describe the general nature and level of work being performed by employees and are not to be construed as an exhaustive list of responsibilities, duties, and skills required of personnel so classified. Furthermore, this job description does not establish a contract for employment and the content is subject to be changed, modified, or deleted at the discretion of the Company. In compliance with the Americans with Disability Act (ADA) the California Fair Employment and Housing Act (FEHA), the Company will engage in the interactive process in order to determine and make reasonable accommodations with those individuals with a disability as defined by the ADA and FEHA.

Job Description Acknowledgement of Receipt

I acknowledge receipt of the job description and I have read and understand its contents.

Employee signature: _____ Date: _____

Employee Name: _____ Employee #: _____
(Please Print)