



Job Description – Tooling Machinist

Position Title: Tooling Machinist	Reports To: Department Foreman
Job Code: M876	Department: Maintenance - Tooling
FLSA Status: Non-Exempt	Work Schedule or Total Hours per Day: 8 hours per day Plus OT as Needed

POSITION SUMMARY:

Under the close supervision of the department foreman, the primary role of the Tooling Machinist, Associate is to setup and operate a variety of machine tools such as lathes, milling machines for crafting precision tools in accordance with specifications. Interprets blueprints, sketches and drawings; analyzes, sharpens tools and inspects parts before, after machining and during process.

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. Responsible for crafting tooling out of a variety of material.
2. Runs a conventional lathe machine and milling machine.
3. Makes, fits and assembles tools and accurately inspects work before and after machining.
4. Reads and understands, sketches, blueprints, and specifications as necessary to perform the job function.
5. Understands and utilizes proper setup and use of tooling associated with machines.
6. Works independently as well as cooperatively with others.
7. Maintains a clean and safe working environment.
8. Adhere to safety regulations.
9. Perform other duties as assigned.

QUALIFICATIONS & REQUIREMENTS:

Ability to communicate, read, and understand English. Ability to follow precise instructions. Good Vision. Have no hand or finger movement restrictions. Must have excellent hand/eye coordination. Ability to communicate with management and co-workers. Work well with others as part of a team. Able to multi-task and open to working overtime. Must have the physical strength and endurance to perform tasks.

Has moderate knowledge and is familiar with machine tools and precision instruments; has good manual dexterity. Has moderate knowledge of performing shop mathematics associated with machining. Must be detailed, accurate and thorough.

Prefer previous experience working with conventional lathes, Bridgeport Mill or other milling machines.

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):

This is a summary of all the frequency in which each of the body movements or physical demands are performed. Check all boxes according to frequency.

V. Hazards/Environment	
Hazards	Acetone, Dust, Powder, Hazardous Chemicals, Indoor setting 95% of the time.
Environment	Heat, Vibration, Noise, Dust

VI. Physical Demands (Requirements)										
	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	X			
Climb	X				Carry	1-10 lbs	X			
Reach Above Shoulder	X					11-19 lbs	X			
Repetitive Use of Hands				X		20-49 lbs	X			
a) squeezing				X		50+ lbs	X			
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	X			
Stand				X	Pull	1-10 lbs	X			
Walk	X					11-19 lbs	X			
Talking	X					20-49 lbs	X			
Hearing				X		50+ lbs	X			

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) and 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)