REYNOLDS ELECTRICAL & ENGINEERING CO., INC.
POSITION DESCRIPTION

POSITION TITLE: Machinist Operator

JOB CODE : 031563, 036563

DATE PREPARED : July 16, 1992 **Revised: December 13, 1993**

SUMMARY STATEMENT

The incumbent sets up and operates machine tools; fits/assembles parts to make or repair metal parts, mechanisms, tools, or machines by applying knowledge of mechanics, shop mathematics, metal properties, layout, and machining procedures.

DIMENSIONS

The incumbent reports to the Machinist Foreman, general foreman, or salaried supervisor and has no supervisory responsibility.

NATURE AND SCOPE

1. Must have full working knowledge of all conventional machine shop tools such as lathes, mills, grinders, saws, drill presses, etc., as well as Computer Numerical Control (CNC) Machining and turning centers;

2. Fabricates components from a variety of metals such as low carbon steels, alloy steels, stainless steels, titanium, magnesium, monel, aluminum, bronze, brass, teflon, and other plastics/rubber, etc.;

3. Must have full capability of setups and tooling selection as well as programming capability of CNC machine tools. Must be capable of holding strict tolerances and must be able to produce exotic threads used in the mining and drilling industries;

4. Must be capable of limited design sketching working with engineers, technicians, scientists, physicists, etc. Must have capability of reading complicated engineering drawings and sketches and turning them into the desired machined part or assembly;

5. Must be capable of using all hand tools such as drills, sanders, and grinders to make final bench fits and assemblies;

6. Adheres to all Company EEO, affirmative action, environmental, health, safety, quality assurance, and security programs;

7. Performs related work as required.

ESSENTIAL JOB FUNCTIONS

Constantly = Over 2/3 of time
Frequently = 1/3 - 2/3 of time
Occasionally = Less than 1/3 of time

Physical

1. Prolonged standing on wooden platforms/rubber mat while performing job duties;

2. Frequent lifting/carrying up to 40 pounds of metal parts or materials/supplies;

3. Frequent pushing/pulling exerting up to 35 to 50 pounds of force and occasionally up to 75 pounds of force while tightening/loosening chucks;

4. Occasional climbing up stairs/ladders;

5. Frequent bending/twisting at waist/knees/neck while removing parts from chuck and observing machining process;

6. Frequent use of both hands/arms reaching/grasping/gripping while performing job duties; occasional overhead reaching may be required;

7. Constant use of sight abilities with visual acuity at near-, mid-, and far-ranges and hand/eye/foot coordination while working foot pedals on machines and performing other job duties;

8. Constant use of speech/hearing abilities in communicating with coworkers/supervisors and identifying malfunctions in machinery.

Mental

1. Constant mental alertness and close attention to detail are required to monitor multiple factors/processes and complex processes such as precision instrumentation, ensure a safe working environment, and perform close detail work;

2. Must be able to read/write/speak English and possess good verbal communication skills in giving/receiving instructions, routine exchanges of information, and in public contact with vendors; must be able to readily work with highly skilled engineers, physicists, scientists, and technicians;

3. Must posses good mathematical skills including an advanced working knowledge of geometry and trigonometry; must have working knowledge of shop math, blueprint reading, and shop layout; and must be familiar with welding preparations and drawing symbols;

4. Good visualization/spatial aptitude is required to work with drawings and blueprints;

5. Must be able to work in hazardous conditions, perform multiple tasks, and work within time constraints;

6. Must be able to work independently, take initiative and responsibility, and make decisions with limited information and little supervision;

7. Ability to train others may be required if apprentice is assigned.

WORKING CONDITIONS AND EQUIPMENT USED

Work is performed indoors in climate-controlled repair shop and occasionally outside subject to inclement weather conditions.

Tools & Equipment Used: Hand/power tools, pneumatic tools, micrometer, lathes, milling machines, grinders, shapers, saws, drill presses, forklift, jib cranes, overhead cranes, and other equipment as needed. Safety equipment includes hard hat, safety glasses, safety belt, steel-toed safety shoes, and eye/hearing protection. Prolonged use of hearing protection may be required.

REQUIRED TRAINING AND WORK EXPERIENCE

Four years of experience as a machinist or completion of a recognized apprenticeship program is required. Experience with numerically controlled machinery is preferred.

OTHER SPECIAL QUALIFICATIONS

Valid driver's license required. Must be able to operate forklifts, jib cranes, and overhead cranes and have extensive rigging experience.