



1391 Phelps Junction Rd. PHONE: (315) 548-4040
P.O. Box 118 FAX: (315) 548-4200
Phelps, NY 14532

- Job Description -

Revision N/C

JOB TITLE: Machinist

DEPARTMENT: Machining

JOB DESCRIPTION:

A. Purpose and Scope

The Machinist is responsible for creating parts to print.

B. Responsibilities

- a. Review prints and determine part process
- b. Acquire or make all needed tooling and fixtures to complete part
- c. Machine part to print
- d. Measure part for conformance to specification using calibrated measuring equipment
- e. Perform routine machine maintenance
- f. Conform to quality system requirements

C. Organizational Relationships

The Machinist reports directly to the Manufacturing Manager and has a support responsibility to all functional directors and managers.

JOB REQUIREMENTS:

A. Education and Training

Three to five years of work experience, trade school or apprenticeship is required.

B. Technical Requirements

- a. Working knowledge of hand lathe and Bridgeport Mill
- b. Ability to read and interpret blue prints, operating and maintenance instructions and procedures
- c. Perform preventive maintenance of all machinery
- d. Ability to measure using calibrated measuring equipment

C. Managerial Experience

No prior managerial experience required.


General Manager Approval

1-29-03
Date