



**John  
Cockerill**

# Position Description

POSITION: Machinist

POSITION MANAGER: Production Manager

DEPARTMENT: Workshop

435 West Wilson St.  
Salem, OH 44460 • USA  
Tel. : +1 330-332-4661  
Fax : +1 330-332-1853

<b>Essential Duties and Responsibilities</b>	<b>Level 1</b>	<b>Level 2</b>
Learn and follow all ISO processes and procedures		
Perform tasks in accordance with established safety procedures	X	X
Maintains a clean work area	X	X
Interpretation of mechanical drawings, including surface quality symbols	X	X
Working knowledge of fixturing and machine set up parameters	X	X
Operates Workshop machinery and equipment; reads job specifications to determine machine adjustments and material requirements	X	X
Sets stops or guides to specified length as indicated by scale, rule or template	X	X
Positions work piece against stops or aligns layout marks with die or blade	X	X
Knowledge of CNC programming; ability to adjust/program settings according to piece specifications to activate machine to produce the required part	X	X
Observes machine operation to detect work piece defects or machine malfunction	X	X
Measures work piece dimensions to determine accuracy of machine operation	X	X
Removes burrs, sharp edges, rust, or scale from work piece	X	X
Performs minor machine maintenance such as oiling machines, dies or work pieces	X	X
Operates any equipment needed to perform job	X	X
Performs related duties as assigned by supervision	X	X
Knowledge of crane and power industrial trucks (i.e. tow motor/forklift) use	X	X
Finish grinding applications using manual and power tools	X	X
Operation of conventional measuring instruments	X	X
Use of common manufacturing tools such as wrenches, screwdrivers, hammers, levels, measuring devices, etc. to perform required tasks	X	X
Keeps accurate record of the work performed and reports this work into the required program	X	X
Perform inspections of shop work areas and equipment as directed	X	X
Perform assigned tasks in a timely fashion	X	X
Collaborate with coworkers to improve job task execution	X	X
Coach coworkers on job task completion best practices		X
Lead job specific, ad-hoc work crews as assigned by the Production Supervisor		X
Identifies and communicates process changes to improve quality, timeliness, and safety		X
Implement training and ensure compliance of all ISO processes and procedures		X
Assist in the transfer of task specific knowledge to co-workers		X
Interface with engineering to increase the manufacturability of our products		X

**Will be required to perform other duties as requested, directed or assigned**



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<b>Years' Experience</b>	<b>Level 1</b>	<b>Level 2</b>
Normal	0 to 5	3 to 10
Fast Learner	0 to 3	2 to 7
<b>Supervisory Responsibilities</b>	<b>Level 1</b>	<b>Level 2</b>
Supervisory Roles Per Position Level	None	Limited
<b>Educational Requirements</b>	<b>Level 1</b>	<b>Level 2</b>
Education Requirements Per Position Level	High School Diploma or equivalent; Relevant Specialized Training	
<b>FLSA Classification</b>	<b>Level 1</b>	<b>Level 2</b>
Classifications Per Position Level:	Hourly; Non-exempt	

### **Skill Set - Common Requirements**

- Must complete tasks on time as specified by supervision
- Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.
- Ability to compute rate, ratio, percent and to read and interpret metal rule
- Knowledge of manufacturing processes and procedures
- Organizational and time management skills;
- Quality orientation and attention to detail
- Ability to work independently and oversee the work of others
- Limited Computer proficiency: SharePoint, various AutoCAD viewers, and MAS90
- Ability and interest to participate in continuous improvement and sharing experience and knowledge with other members of the personnel
- Must be able to effectively read and understand engineering drawings
- Excellent communication skills

### **Physical Demands**

- Physical effort required
- Regularly required to sit or stand, reach, bend and move about the facility

### **Personal Protective Equipment**

- Specialized welding PPE, including but not limited to welding helmets, gloves and welding jackets, etc.
- Protective eye wear when entering the Shop and steel toed metatarsal footwear required

### **Work Environment**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to use ladders, stand, walk, and use hands to finger, handle or feel objects, tools, or controls. The employee frequently is required to talk or hear. The employee is occasionally required to reach with hands and arms and stoop, kneel, crouch, or crawl. The employee must regularly lift and/or move up to 10 pounds, frequently lift and/or move up to 25 pounds, and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, peripheral vision, depth perception, and the ability to adjust focus. The employee must be able to work at heights up to 40 feet.