



Job Description / Training Checklist

Machinist - Class B

Machine Shop

Document #JDTC-10-002

Revision No: 1
 Revision Date: 1/31/18
 Issue No: 1
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Position: Machinist – Class “B”

Reports To: Machine Shop Foreman

Minimum Qualifications (preferred):

High school diploma, or equivalent, or 4 – 6 years work experience in a machining work environment with 2 - 3 years involvement with incoming, in-process and final inspection.

Key Responsibilities:

This position requires intimate knowledge of machining practices and materials. Set up and operate a variety of machine tools to produce precision parts, modify parts to make or repair machine tools or to maintain industrial machines, by applying knowledge of mechanics, shop mathematics, metal properties, layout, and machining procedures. Should be able to read and write the English Language. This position also requires abilities to work with varied dimensions and measurements.

Equipment:	<u>Accountabilities:</u>
1. Production Machines: <ul style="list-style-type: none"> • Machines listed in Class “C” plus • Turrent Lathes • Bed Lathes • Shapers • Vertical Press • Horizontal Press • Shaft Centering Machine 2. Precision Measuring Devices such as: <ul style="list-style-type: none"> • Devices listed in Class “C” plus • Bevel Protractors • Dial indicators • Depth Micrometers • American & Metric Thread Gauges • Radius Gauges • Groove Gauges • Micrometer Standards • Center Finders • Miracle Point • Feeler Gauges • Center Gauges • Telescoping Gauges 	1. Adheres to all plant safety rules 2. Knowledgeable about load ratings on all lifting devices. 3. Attach slings, ropes, cables, or chains to material for moving. 4. Use proper method of packaging, stacking, palletizing of product for transfer or shipping. 5. Loads, unloads, stacks, separates and moves parts and materials from and to machines, trucks, forklifts, and cranes. 6. Housekeeping 7. Incoming, in-process, and final inspections 8. Product specification 9. Material specification 10. Develop layouts 11. Sets up and operates production machines listed 12. Verifies conformance of work piece to specifications 13. Plans sequence of operations according to drawings or work instructions 14. Miscellaneous duties as required by Foreman 15. Must be able complete work in a timely manner 16. Adheres to the preventative maintenance program in machine shop 17. Can read and interpret blueprints 18. Comprehensive knowledge of – cutting tools, fixtures, and inserts

Reviewed / Approved By:	Title:	Date:
Trent Mulloy	President	1/31/18
Prepared By: James Dykes	Quality Assurance Manager	1/31/18



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Employee Name:			Date of Hire:
Sponsor:			(or) Date of Transfer:
Date	Trainer	Trainee	Training Received (List Document #'s Reviewed)
/	/	/	1. If hired in at "B" class machinist, must have training listed on "C" class in areas such as:
			Understand and follow all shop and plant safety rules.
			Knowledgeable about load ratings on all lifting devices.
			Attach slings, ropes, cables, or chains to material for moving.
			Use proper method of packaging, stacking, palletizing of product for transfer or shipping.
			Loads, unloads, stacks, separates and moves parts and materials from and to machines, trucks, forklifts, and cranes.
			Understand all appropriate LMF Quality processes and procedures.
			2. Must be able to read and interpret all drawings.
			3. Know what tooling, inserts and fixtures needed to complete job.
			4. Set-up and run machines listed in "B" class Job Description.
			5. Must be able to complete job in a timely manner.
			6. Must be able to take a "tear-down job" and disassemble, repair and reassemble job.

Other important information:

- Never use an obsolete revision of an Operating procedure, work instruction, form, Job Description, or Training Checklist. If in doubt, the current revision status of a document is available in the CNC Machine Shop Quality System Binder located in the "yellow" MSDS cabinet or on the departments current computer 'Server' drive.
- Always check the calibration status label of calibrated equipment and never use an instrument that is out of calibration.
- If a document that you are using needs revision, make the department management or the Quality Assurance office aware so the appropriate changes can be made. If it isn't right, let someone know. You are the most accurate input for changing documents.

I have been trained on each of the items listed above and am comfortable that I can safely perform the tasks specified on my Job Description.

 Employee's Signature Date

 Sponsor's Signature Date

 Machine Shop Foreman Date