

Position: CNC Machinist – Class “B”

Reports To: CNC Shop Foreman

Minimum Qualifications: High school diploma or equivalent or 2-5 years CNC work experience in a production capacity, with 2-3 years involvement with in-process and final inspection

Key Responsibilities:

This position requires intimate knowledge of machining practices, materials and quality system. Must be able to read and write the English language, perform analysis of problems and must possess well-developed cognitive abilities. This position also requires abilities to work with varied dimensions and measures. Accordingly, report writing abilities are necessary. The operator is able to check his or her own work before sending to another machine or to the next operation.

Equipment / systems:

1. All CNC Equipment
 - ⊗ Lathe
 - ⊗ Horizontal Machining Center
 - ⊗ Vertical Machining Center
2. Programmer
 - ⊗ Must be able to read program and perform from it
3. Computer System
 - ⊗ Geo Path
 - ⊗ Mazatrol
 - ⊗ EIA
4. Precision measuring devices such as:
 - ⊗ Micrometers
 - ⊗ Calipers
 - ⊗ Rulers & tape measures

Accountabilities:

1. Adheres to all plant safety rules
2. Housekeeping
3. Read machine programs
4. Raw material quality
5. Set-up lathe, horizontal/vertical machines
6. In process and final product inspection
7. LMF Quality System
8. Material, material specification and material quality
9. Follow work instructions, drawings and process sheets
10. Blue print reading

Reviewed / Approved By:	Title:	Date:
Trent Mulloy	CEO or President	6/20/07
Prepared By: James Dykes	Quality Assurance Manager	6/20/07



Job Description and Training Checklist
CNC Machinist – Class “B”
CNC Machine Shop

Document #JDTC-12-002

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 Revision Date: 00-00-00
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Employee Name:			Date of Hire:
Sponsor:			(or) Date of Transfer:
Date	Trainer	Trainee	Training Received (List Document #'s Reviewed)
			1. Follows all CNC Shop and Plant Safety Rules.
			2. House keeping.
			3. Make out tool layout sheets.
			4. Set-up tooling, fixtures and programs for various machines
			Horizontal Machining Center
			Vertical Machining Center
			Lathes
			5. Use all measuring devices at CNC.
			6. Complete jobs in a timely manner for “B” class.
			7. Able to identify safety issues.
			8. Able to read and comprehend all machine drawings.

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

 CNC Machine Shop Foreman Date