

	Job Description / Training Checklist Machinist – Class “C” Machine Shop	Document #JDTC-10-001 Revision No: 1 Revision Date: 1/31/18 Issue No: 1 Issue Date: 7/30/07 Page 1 of 3
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Position: Machinist – Class “C”

Reports To: Machine Shop Foreman

Minimum Qualifications (preferred): High school diploma or equivalent, previous work-related skill, and knowledge or experience in machining is preferred.

Key Responsibilities: This position requires knowledge of machining practices, material types used in the machining process, and a basic understanding of the quality system. Employee must be able to read and write the English language, perform basic shop math, analyze problems, and must possess well-developed cognitive skills.

- Job responsibilities and duties for this position:
 - o Adheres to all plant safety rules and procedures.
 - o Knowledgeable about load ratings on all lifting devices.
 - o Attach slings, ropes, cables, or chains to material for moving.
 - o Use proper method of packaging, stacking, palletizing of product for transfer or shipping.
 - o Loads, unloads, stacks, separates and moves parts and materials from and to machines, trucks, forklifts, and cranes.
 - o Set-up and operate production equipment, as required.
 - o Operates production equipment while under the supervision of the Shop Foreman or Lead Man.
 - o Appropriately identifies the inspection status of parts being machined.
 - o Identifies and segregates suspect parts with quality issues.
 - o Records production and operational information, as required, for parts machined.
 - o Processes all documentation per written or verbal instructions.
 - o Reads blueprints, drawings, or written specifications to determine the appropriate process and equipment required to machine parts.
 - o Keeps work area neat and clean.
 - o Performs preventative maintenance on product equipment, as required.
 - o Perform miscellaneous duties as required by the position or Shop Foreman.
 - o Inspect parts and materials from receiving through finished product, as appropriate.
 - o Appropriately identify and package parts for shipping.

Reviewed / Approved By:	Title:	Date:
Trent Mulloy	President	1/31/18
Revised 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. Review of all Machine Shop & Plant Safety rules.
			2. House keeping.
			3. Quality System Orientation Training
			4. Knowledgeable about load ratings on all lifting devices.
			5. Attach slings, ropes, cables, or chains to material for moving.
			6. Use proper method of packaging, stacking, palletizing of product for transfer or shipping.
			7. Loads, unloads, stacks, separates and moves parts and materials from and to machines, trucks, forklifts, and cranes.
			8. Instruction on how to use manufacturing documents such as: LMF Process Sheet, Bill of Materials, Pick Lists, LMF Shop Drawings, Customer Specifications, Customer Drawings, Part Layout Sheets.
			9. Instruction on how to perform Incoming, In-Process & Final Inspection and how to properly identify products.
			10. Instruction on Product and Material specifications used within the MachineShop.
			11. Instruction on how to properly develop layouts, plan job sequences & complete jobs in a timely manner.
			12. Instruction on the Machine Shop Preventive Maintenance Program & paperwork such as Inventory, Production Reports, Inspection Sheets and what's expected of each employee.
			13. Instruction on the proper set-up & orientation of production Machinery designated for Machinist Class “C” employees Job Description:
			Drill Presses Machine # – Proper set-up, maintenance, use and safety issues.
			Surface Grinders Machine # - Proper set-up, maintenance, use and safety issues.
			Milling Machines Machine # - Proper set-up, maintenance, use and safety issues.
			Cranes a. Machines # - Proper set-up, maintenance, use and safety issues. b. Use of handling devices (i.e. hubs, etc.). - Proper set-up, maintenance, use and safety issues.
			Automatic Key-seater Machine # - Proper set-up, maintenance, use and safety issues.
			Hydraulic Key-seater Machine # - Proper set-up, maintenance, use and safety issues.
			Drill Sharpener Machine # - Proper set-up, maintenance, use and safety issues.



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			14. Instruction on the proper use & handling of measuring devices designated for Machinist Class “C” employees job description:
			Tape Measures
			Scales
			Dial Calipers
			Combination Squares
			Levels
			Dividers
			Micrometers

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