**Job Description**

**Machinist**

# Main Objective:

# The Machinist is responsible for operating turning equipment and basic machine tools. Machinist are also responsible for the layout and equipment set-up according to engineering drawings, work instructionsand standards.

Reports to:

Area Manager and/or Area Supervisor

Relationships to:

*Internally*

Production

Engineering

Quality

*Externally*

Customers

Inspectors

***Key Responsibilities and Expected Results –***

* Knowledge and skill set to operate turning and basic machine tools safely and per standards
* Review engineering drawings prior to all manufacturing operations
* Ability to read prints to determine layout and equipment set-up according to prints
* Respectfully maintain effective working relations with co-workers at all times
* Complete work in a safe, productive, and efficient manner
* Complete operator inspections
* Maintain clean and safe work areas
* Participate in company sponsored programs and iniatives including but not limited to QS, 5S, Production Boards, Continuous Improvement Team, Safety, etc.
* Work in other areas of production as required
* Notify supervision to determine when machinery needs to be placed out of service
* Notify supervision to order machinery replacement parts, shop production consumables, miscellaneous supplies and safety supplies
* Support and follow all rules, procedures and daily standard work as defined by the company
* Complete projects or tasks assigned by the Area Manager, Area Supervisor, Operations Manager or General Manager

The foregoing is an outline of your key responsibilities and expected results. Due to changing circumstances and Sheco’s desire to constantly improve systems and processes, you may be required to perform other duties deemed to be within your capacity.

**PERSON SPECIFICATION**

#### Education

High School Diploma or Equivalent

#### Experience

* MTT and/or CNC cerfications
* Highly motivated, results oriented and work on multiple projects
* Basic computer skills

#### Knowledge & Skills

* Basic understanding of heat exchanger terminology
* Fundamentals of manufacturing processes and safety
* Ability to work with and apply mathematical concepts
* Strong interpersonal and team communication skills
* Attention to Detail
* Problem Solving

**PHYSICAL DEMANDS**

|  |  |  |
| --- | --- | --- |
| Strength | Position Tolerance | Mobility/Repetitive Motion |
| 1. Lift and/or carry
	1. 50 lb. Max.
	2. 10-25 lb. Frequent
	3. Lift Range –

Floor to 66 inchesCommonly 36 inches | 1. Standing/Walking – Constant | 1. Walking - Frequent
 |
| 1. Push/Pull
	1. 25 lb. Max.
 | 2.Lowered work in standing - Frequent | 2. Climbing - Frequent |
|  | 1. Elevated work in standing - Occasional
 | 3. Crawling - Occasional |
|  | 1. Squatting - Occasional
 | 4. Repetitive Squatting – Occasional |
|  | 1. Kneeling - Occasional
 | 5.Repetitive Trunk Rotation - Occasional |
|  | 1. Lowered work in sitting - Occasional
 | 6. Stair Climbing – Occasional |
|  | 1. Seeing - Constant
 | 7. Repetitive Reaching - Frequent |

Written by: April Kendrick, HR & HSE Administrator and Ricky Wyatt and David Swann, Area Supervisor

**I have read, understand and accept all the key responsibilities and expected results as outlined in the job descprition.**

**Employee: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**