



<h1>Job Description Grinder</h1>	MFI-JD-018	
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POSITION SUMMARY

The grinder is an entry-level position whose primary duties include grinding and deburring machined parts and weldments to meet customer surface finish requirements.

CLASSIFICATION/REPORTS TO

Non-Exempt

Reports to Welding Supervisor

TASKS AND DUTIES

- **Grinding:** Grind and deburr machined parts and weldments to meet customer surface finish requirements.
 - Follow all safety procedures and company policies
 - Select and Set up grinding tools and machinery for the project
 - Read and understand blueprint and job traveler
 - Grind, deburr, and smooth rough areas of each piece
 - Finish products by hand using hand tools to ensure the surfaces are filed or finished accordingly.
 - Visually inspect parts and report any issues to Weld Supervisor.
 - Stamp off job traveler when operation is completed.
 - Clean equipment and properly dispose of metal shavings.
- **Grinding Equipment Maintenance:** Perform a pre-use inspection of equipment.
 - Ensure grinding wheels are dressed according to specifications so that the machines remain at peak working capability.
 - Perform basic repairs, including replacing parts when they are worn down or broken, within the scope of expected knowledge and expertise. Report equipment issues to Weld Supervisor.
- **Material Handling:** Safely transport raw material and/or finished product. Drive forklift, if required and trained.
- **Band Saw Operation:** Saw raw materials into sizes need to fill production orders.
- **Housekeeping:** Support facility cleaning activities & FOD policy.
- **QMS:** Support M&F's quality policy and Quality Management System.
- **LEAN:** Participate in 5S, 8 wastes, lean manufacturing initiatives, continual improvement, and cost reduction activities.
- **Safety:** Support M&F's safety policy

EDUCATION/PHYSICAL REQUIREMENTS/SKILLS

- Ability to read and understand blueprints



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- Knowledge of machinery and equipment maintenance (mechanical aptitude)
- Experience using powered lifting equipment, e.g., forklift, overhead crane, jib crane, hoists
- Experience with an ERP/MRP system

PERFORMANCE EXPECTATIONS

- “Can Do” attitude
- Thorough, timely, and accurate
- Team Player
- Maximize personal and team production throughput
- Follow all company safety policies and procedures
- Take pride in our achievements and enjoy
- Participate in improvement efforts

WORKING CONDITIONS

While performing the duties of this job, the employee may be exposed to fumes and/or airborne particles, heat, intense light, and moving mechanical parts and vibration. The noise level in the work environment can be loud. Safety glasses and steel-toed shoes are required in production areas. Bending, lifting, and pushing up to 40-50 pounds is required.

SUGGESTED DAILY SCHEDULE

This is a full-time position (40 hours per week)

Typical work hours:

Monday through Friday, 6:00 am to 2:30 pm. Schedule can be adjusted with management approval.

Overtime may be required occasionally.

ACKNOWLEDGMENT

This job description describes the general nature and level of work performed by employee assigned to this position. It does not state or imply that these are the only duties and responsibilities assigned to the job. The employee may be required to perform other job-related duties as requested by M&F. All requirements are subject to change over time and to possible modifications to reasonably accommodate individuals with a disability.

EMPLOYEE

DATE