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| <h1>Job Description Machinist I</h1> | MFI-JD-019 | |
| | DATE 8-FEB-2022 | REV NEW |
| | Sheet 1 of 3 | |

POSITION SUMMARY

The Machinist 1 is an entry level operator qualified to operate at least one machine with oversight and support of programmer and higher-level machinists.

CLASSIFICATION/REPORTS TO

Non-Exempt

Reports to Milling Supervisor or Turning Supervisor (based on assigned work)

TASKS AND DUTIES

- **Manual Machining:** Interpret 2D blueprints and tolerancing. Setting up and operating manual mills and/or lathes. Cutting tool assembly and work-holding fixture setup. Deburr and inspect critical dimensions.
- **CNC Machining:** Interpret 2D blueprints and tolerancing. Understand and edit pre-programmed M-code and G-code toolpaths and follow setup sheets. 3 and 4 axis milling. Cutting tool and work-holding fixture setup. Deburr and inspect critical dimensions.
- **Machining Jobs:** Prepare and complete different machining job phases:
 - **Before: Job Preparation**
 - ✓ Make sure previous steps have been signed off.
 - ✓ Read traveler & interpret the drawing
 - ✓ Verify availability of next material. Stage material.
 - ✓ Verify availability of NC Program.
 - ✓ Verify all required tooling is loaded in the tool magazine or available before setting up the part. Inspect tools.
 - ✓ Contact supervisor or operations manager as needed.
 - **During: Job Execution**
 - ✓ Make sure to clock into the right job and previous operations have been signed off operation prior to starting.
 - ✓ Load the part safely into the machine.
 - ✓ Set-up the part securely per setup sheet / work instructions.
 - ✓ Operate the machine safely and efficiently to minimize machining time without damaging machine or tooling yet ensuring product quality.
 - ✓ QC check features as you go
 - ✓ When job runtimes allow it, multi-task (e.g., next job preparation tasks, job completion tasks (e.g., deburring, inspections), help co-workers with their tasks, cleaning the machine area, performing preventive maintenance, or other tasks as assigned by management.
 - ✓ Communicate issues fully and effectively with supervisor. Notify supervisor of any quality issues.
 - **After: Job Completion**

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|--|---------------------------|-------------------|
| Job Description Machinist I | MFI-JD-019 | |
| | DATE 8-FEB-2022 | REV NEW |
| | Sheet 2 of 3 | |

- ✓ Remove chips / clean the part
 - ✓ Safely deburr the completed operation or part as required.
 - ✓ Inspect the completed operation or part per job traveler/drawing. Use yellow highlighter to highlight all dimensions checked, provide actuals as needed (critical dimensions)
 - ✓ Unload the part, move it out to next routing step.
 - ✓ Stamp traveler, date and quantity (keep with part).
 - ✓ Save proven program on P:/drive and markup setup sheets.
 - ✓ Provide any part/process feedback
 - ✓ Clock out of the job with correct quantities.
 - ✓ Notify supervisor for next workstation that job is complete.
 - ✓ Clean machine/chips/coolant/dust. Notify material handler when container removal is required.
- **QMS:** Support M&F's quality policy and Quality Management System.
 - **Housekeeping:** Support facility and work area cleaning activities.
 - **Machine maintenance:** perform daily machine preventative maintenance tasks, participate in periodic major maintenance events as needed
 - **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

- 1 year experience as a machinist or equivalent education
- Mathematical ability
- Attention to detail
- Ability to read and interpret blueprints and CAD drawings
- Mechanical aptitude

PERFORMANCE EXPECTATIONS

- "Can Do" attitude
- Thorough and Accurate
- Team Player
- Passion for machinery manufacturing
- Maximize personal and team production throughput
- Minimize machine idle time
- Follow all company safety policies and procedures
- Take pride and celebrate our achievements
- Participate in improvement efforts
- Actively learn to program and set up parts without support
- Cross-train on other equipment



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|--|---------------------------|-------------------|
| Job Description Machinist I | MFI-JD-019 | |
| | DATE 8-FEB-2022 | REV NEW |
| | Sheet 3 of 3 | |

WORKING CONDITIONS

While performing the duties of this job, the employee may be exposed to fumes and/or airborne particles, 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. The employee is occasionally required to sit; climb or balance; stoop, kneel, crouch or crawl. The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 50 pounds. Safety glasses and steel-toed shoes are required in production areas.

SUGGESTED DAILY SCHEDULE

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

Typical work hours:

1st Shift: Monday through Friday, 6:00 am to 2:30 pm.

2nd Shift: Monday through Thursday 2pm - midnight (4 days of 10 hours).

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