



Tool Room Machinist

Date:	December 11, 2018	Job Family:	Technical/Production
Department:	Manufacturing	Job Group:	Production
Reports to:	Supervisor of Production	OT Status:	Non- Exempt
Location:	Monticello, MN	Relocation Available:	No

Job Summary

The Tool Room Machinist is responsible for the daily operation of the tool room and the quality of the end product.

Essential Functions

The primary duties and responsibilities of the Tool Room Machinist consist of but are not limited to:

- CAD, CAM, Setup, operation, and Programming of CNC tool room mill, 3D printing plastic and metal, manual mills, lathes, surface grinding and tool grinding machines
- Responsible fixture and tool making, including building and repair
- Perform in process inspection of machined products (including documentation of results)
- Complete and maintain paperwork for parts
- Complete secondary operations i.e. deburr, polish, etc. in cycle time per print and process
- Perform total productive machine maintenance
- Prolonged standing with occasional twisting (60-90% of the workday)
- Maintain balance when completing machine set-up, production, and maintenance duties
- Continuous use of hands and upper extremities in fine and gross manipulation using various wrist positions and grip/pinch spans to operate equipment, push buttons, carry boxes, push carts, etc.
- Frequent grip with tools requiring torque to tighten machine parts
- Lifting parts/tools
- Able to lift up to 70lbs
- Must be able to meet customer demand requirements for performing visual inspection and/or other product acceptance activities with or without accommodation
- Exhibit a working knowledge of health and safety, responsible for safety awareness, while upholding and improving the culture of safety within the organization. Identify opportunities for improvement and take action if appropriate, before a problem occurs. Report potential hazards, unsafe working conditions, unsafe equipment, unsafe acts, and injuries immediately
- Other tasks as assigned

Qualifications

- Minimum Requirements - High School Diploma or equivalent
- Two-year certificate in machine trades required
- Three years experience as a tool room machinist preferred

Accountabilities

- Detects and reports defective materials or questionable conditions to the department manager
- Perform to established production standards
- Maintain work area and equipment in a clean orderly condition and follows prescribed safety procedures at all times

Authorities

- Stop the machine or process if safety, quality, or productivity standards are compromised

Competencies

- Knowledge of advanced set up, machine speeds and feeds for materials and tools
- Able to read and interpret blueprints, use simple math to perform basic calculations, and use basic hand-held measuring tools
- Proficient in GD&T
- Understanding of tools required to check product to guarantee part quality
- Experience working with tight tolerances
- Experience using manual inspection equipment
- Knowledge of CMM & VCMM
- Demonstrated quality record
- Highly detailed
- Strong mechanical aptitude
- Must have a good command of the English language, both written and spoken
- Proficient in various computer software applications such as MS Word, Excel, and Outlook
- Excellent problem-solving skills
- Able to work efficiently with minimal supervision
- Able to work both independently and as a team
- Self-starter with great analytical skills

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