

**Job Title:** Tool & Die Machinist      **MRA #:** 12.08      **Revision #:** 12/2007  
**Reports To:** Plant Manager      **Exempt:**      **Non-Exempt:** X  
**Mgr Approval:** Alan T. Brown      **HR Approval:**

**Job Summary:**

Under the direction of the Plant Manager, plan and perform difficult machine set ups and operations to produce a wide variety of intricately designed parts and details having multiplicity of related dimensions of very close and exacting nature. May specialize principally on one machine such as a jib borer, precision boring bar or boring mill, engine lathe, milling machine, grinder, etc and / or operate a combination of machines where operations are largely, but not entirely, within recognized limits of standard machining practices. Lay out parts. Set ups involve the improvising of available tooling and machines for specialized adaptations. Do difficult machining and aligning of work pieces, select speeds, feeds, and operations sequences, grind tooling to meet varying conditions and materials. Proceed on work assignments with minimum of supervision. Work from drawings and specifications. Use a wide variety of precision instruments for exacting measurements.

**Job Duties:**

- Machine parts to specifications using machine tools such as engine lathes, cnc engine lathes, manual & cnc knee mills, radial drill, surface grinder, manual vertical lathe, boring bar machine.
- Operate miscellaneous equipment such as drill presses, cut-off saws, grinders, and hand tools.
- Calculate dimensions and tolerances using blue prints, algebra, geometry, and measuring instruments.
- Measure dimensions using various instruments such as micrometers, calipers, bore gages, etc.
- Layout parts.
- Comply with all Quality practices.
- Comply with all Safety practices.
- Operate crane and forklifts.
- Maintain a clean work area
- Other job duties / projects as assigned.

**Skills and Abilities:**

- Strong proficiency in set up and operating of machines tools such as engine lathes, CNC engine lathes, manual & CNC knee mills, radial drill, surface grinder, manual vertical lathe, boring bar machine.
- Strong proficiency in tool speeds and feeds
- Strong proficiency in reading blue prints
- Strong proficiency in algebra and geometry
- Proficiency of material types and strengths.
- Good organizational, multi-tasking, planning, time mgt, problem solving, communication & interpersonal skills.
- Ability to work in a team environment.
- Positive personality and demeanor.

**Education and Experience:**

- High school diploma or GED equivalent, required.
- 5-10 years experience in machining, primarily lathe (engine and CNC), required.
- Proficiency in ProtoTRAK, preferred
- Journeyman's card, preferred.

**Physical Requirements:**

- Be able to lift 50-75 lbs. Move up to 1000 - 3500 lbs using hand trucks / pallet jacks.