

Hoffer Flow Controls

Position Guide – Machinist

Position Title: Machinist
Reports To: Mechanical Production Supervisor
Issue Date: July 2009

Position Summary – Machinist are required to set up and operate a variety of machine tools to produce various parts using Blueprints provided with Job or Purchase Order, all items are to be machined with the Highest Quality. Precision instruments such as Micrometers, Dial calipers, Verniers, Ring gauges, Telescoping gauges, Dial indicators. Height Gage, etc will need to be used daily to assure accuracy of work. Machines are to be maintained and work areas are to be kept cleaned and organized.

Reporting Relationships

Position Reports To: Mechanical Production Supervisor

Subordinates:

- None

Duties and Responsibilities

- Manufacture items per blueprints provided with shop order or purchase order and complete Quality History Record (QHR).
- Calculate dimensions and tolerances using knowledge of mathematics and instruments such as micrometers and vernier calipers.
- Align and secure holding fixtures, cutting tools, attachments, accessories, and materials onto machines
- Select the appropriate tools, machines, and materials to be used in preparation of machinery work.
- Monitor the feed and speed of machines during the machining process.
- Machine parts to specifications using machine tools such as lathes, milling machines, cnc machines or grinders.

- Set up, adjust, and operate all of the basic machine tools and many specialized or advanced variation tools to perform precision machining operations.
- Measure, examine, and test completed units to detect defects and ensure conformance to specifications, using precision instruments such as Micrometers, Dial calipers, Verniers, Ring gauges, Telescoping gauges, Dial indicators. Height Gage, ect.
- Set controls to regulate machining, or enter commands to retrieve, input, or edit computerized machine control media.
- Position and fasten work pieces.
- Maintain and Organize work area
- Maintain Machines per Hoffer Flow Controls Preventive Maintenance Instructions and complete maintenance log on machine.
- Perform Lean Management 5S cleaning of Machine and work area, BiWeekly (Payday Friday)
- Perform Misc Jobs required of the Mechanical Production Supervisor.
- Perform Misc Jobs required of the CEO.

Authority Level

- Authority to organize and suggest items needed to help perform the job.
- Authority to initiate a Red Tag of any imperfections.

Qualifications

- Successful completion of High School Graduation or GED.
- Read Blueprints
- Physically capable of some lifting, walking and standing.
- Capability to effectively work in a team-oriented work culture
- Solid written and verbal communication skills.
- High Standards of excellence, high integrity and work ethic

Working Conditions

- Climate controlled shop

Basis of Evaluation

The Machinist will be evaluated on the following bases:

1. Productivity
2. Quality
3. Documentation
4. Work area organized and clean
5. Uptime of Equipment

ACKNOWLEDGEMENT

I have read and understand the above position description and agree with its contents. I understand that the President retains the right to change this Position Statement at any time to keep it representative of this functional position.

Machinist

Date

APPROVAL

Mechanical Production Supervisor

Date