

SUMMERS MANUFACTURING COMPANY, INC.
POSITION DESCRIPTION

DIVISION: Operations
DEPARTMENT: Production FLSA: Non-Exempt
POSITION TITLE: Machinist

IMMEDIATE SUPERVISOR: Fabrication/Welding Lead
SUPERVISION RESPONSIBILITIES: No

1. GENERAL SUMMARY OF RESPONSIBILITIES:

Performs a wide range of CNC turning, boring, facing, recessing, drilling, tapping, thread cutting and similar machine operations on a variety of complex castings, forgings, weldments and parts of various ferrous and nonferrous metals and alloys including experimental and prototype parts. Work is planned and supervised by Fabrication Lead or Production Supervisor.

2. SPECIFIC JOB RESPONSIBILITIES:

- A. Plan machining by studying work orders, blueprints, engineering plans, materials, specifications, reference plans, locations of surfaces and machining parameters; interpreting geometric dimensions and tolerance (GD&T).
- B. Maintain specifications by observing drilling, grooving, and cutting, including turning, facing, knurling and thread chasing operations; taking measurements; detecting malfunctions; troubleshooting processes; adjusting and reprogramming controls; sharpening and replacing worn tools; adhering to quality assurance procedures and processes.
- C. Program lathes by entering instructions, including zero and reference points; setting tool registers, offsets, compensation, and conditional switches; calculating requirements, including basic math, geometry, and trigonometry; proving part programs.
- D. Remove saw shavings from inside and outside of sawed tubing before placing in lathe.
- E. Measure, mark and scribe dimensions and reference points on material or work piece as guides for subsequent machining.
- F. Select, align and secure holding fixtures, cutting tools, attachments, accessories and materials on machines, such as mills, lathes, jig borers, and grinders.
- G. Calculate and set controls to regulate machining factors, such as speed, feed, coolant flow and depth and angle of cut.
- H. Start and observe machine operation on trial run to verify accuracy of machine settings and to detect malfunctions or out-of-tolerance machining, and adjust machine controls or control media as required.

- I. Verify conformance of finished work piece to specifications, using precision measuring instruments.
- J. Verify dimensions and alignment of assembly, using measuring instruments.
- K. Test operation of finished unit to ensure functionality and performance.
- L. Maintain lubricant levels and coolant levels daily on both lathes.
- M. Grease jaws of chuck every 24 hours of operation.
- N. Empty used lubricating oil container twice monthly.
- O. Maintain safe operations by adhering to safety procedures and regulations
- P. Research tooling needed during prototype development, fill out requisition form and forward to Fabrication Lead for ordering.
- Q. Monitor on hand supply of lubricants, fill out requisition form and forward to Fabrication Lead for ordering.
- R. Accomplish organization goals by accepting new and different request; exploring opportunities to add value to job accomplishments.
- S. Updates job knowledge by participating in educational opportunities; reading technical publications.

3. JOB SPECIFICATIONS:

A. Education/License/Certification Requirements:

- 1. High School diploma or equivalent, required.
- 2. CNC Lathe programming class, required.
- 3. Valid North Dakota driver's license with a clean driving record, required.
- 4. Forklift operator's license, required. Testing and licensing can be administered by Company Safety Coordinator.

B. Experience Requirements:

- 1. Knowledge of, and experience with, various shop tools, required.
- 2. Knowledge of, and experience with, reading calipers and micrometers, required.
- 3. Basic mechanical ability required.
- 4. Minimum five (5) years' experience as a machinist, required.

5. Minimum two (2) years' experience as a CNC lathe operator, required.
6. Basic experience with process improvement, supply management, tooling, coordination, inventory control, preferred.

C. Physical Requirements:

1. This position will involve that physical exertion found in a metal fabrication company making agricultural equipment and will include stooping, climbing, lifting and other such exertion necessary to become and remain familiar with plant type work.
2. Ability to walk and stand for long periods of time throughout the work day, required.
3. Ability to stoop, bend and/or reach over head occasionally during the day may be required.
4. Ability to kneel or crawl occasionally during the day may be required.
5. Ability to climb and balance occasionally during the day may be required.
6. Manual dexterity, required.

D. Lift and Carry Requirements:

1. This position requires lifting and carrying boxes of machine parts, weighing up to 50 lbs. in the following situations:
 - a. Lifting parts from machinery while working on a machine.
 - b. Carrying raw materials short distances, up to 10 feet.
 - c. This position requires frequent lifting and carrying of machine parts, weighing over 70 lbs. using hoist or forklift or hand truck.

E. Equipment/Tools Requirements:

1. Ability to utilize forklift, hand truck or hoist, required.
2. Ability to utilize tools such as hand drill, air wrench, metal grinder, drill press, lathe, required.

F. Environment Requirements:

1. This position involves work inside and outside the plant, where conditions may get dusty, hot, cold, noisy and smoky and may involve exposure to some odors:
 - a. Ability to work around fumes and chemicals, required.

- b. Ability to work around moving parts, required.
- c. Ability to work outside, required.
- d. Ability to work in adverse weather conditions, required.
- e. Ability to work around loud noises, required. Hearing protection is mandatory in certain situations.

G. Communication Requirements:

- 1. Excellent oral and written communication skills, required.
- 2. Ability to work as part of a team, required.

This job description does not list all the duties of the job. Your supervisor may make an assignment of other duties or instructions from time to time.

This assignment of duties or instructions will be within your knowledge and skill base to ensure performance of the assignment in an adequate manner.

Management has the right to revise this job description at any time.

This job description is not a contract for employment, and either you or the firm may terminate employment at any time, for any reason.

JOB DESCRIPTION ACKNOWLEDGMENT

I acknowledge that I have received a copy of the updated job description for my position with Summers Manufacturing. I have read this job description (or had it read to me) and I completely understand all my job duties and responsibilities. I am able to perform the essential functions as outlined, with or without reasonable accommodation. I understand that my job may change on a temporary or regular basis according to the needs of my location or department without it being specifically included in the job description. I understand that it is my responsibility to ask my supervisor or human resources for more clarification should I have any questions about my job duties and responsibilities or require a reasonable accommodation.

I understand, and have received a copy of my updated job description.

Signed: _____ *Date:* _____

Supervisor Signature *Date*

Employee or Supervisor comments:

Return this form to Human Resources.