

MIDWEST SERVICE CENTER L.L.C.
Hourly Job Description

Position Title:	Machinist A	Department:	Production
Reports To:	Production Manager	FLSA Status:	Hourly/Non-Exempt
Date Created:	05/01/94	Labor Grade:	4
Revision Number:	2	Revision Date:	09/01/05

A. PURPOSE OF POSITION

Set up and operate the full compliment of machine tools to machine a variety of parts to meet time and quality standards. Develop sequence of operations and perform complete programming for complex parts on CNC machine tools.

B. DUTIES AND RESPONSIBILITIES

In addition to functions performed by the Utility Person, Machinist C and Machinist B, perform the following:

1. Receive and interpret oral/written instructions from supervisor(s) and/or assigned personnel.
2. Work from oral/written instructions including sketches, samples, data sheets or blueprints.
3. Improvise complex set ups, determine operations sequences and optimum cutting parameters.
4. Operate full compliment of machine tools, performing full range of machining operations on a variety of large and complex parts.
5. Program CNC tools to machine complex shapes and contours and optimize selection and position of tools in tool holder.
6. Assume leadership role in shop and field service projects providing guidance and instructions to other personnel. Communicate and consult with supervisors, engineers, managers and customers to utilize tools necessary for good customer relations.
7. Perform all functions necessary to “lead a group” (group leader) during the disassembly inspection. Repair, parts manufacture reassembly and installation of all types of motors, generators, pumps, valves, turbines, etc.
8. Determine machine and equipment malfunctions and make necessary repairs and new parts as required.
9. Maintain a new and orderly work area.
10. May be assigned to field to support service work as required. Must be nuclear ready.

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11. Abide by all safety/environmental regulations.

12. Perform other functions as necessary.

C. CONTACTS

1. Daily contact with supervisor(s) and/or assigned personnel. Frequent contact with customers or outside vendors.

D. EQUIPMENT USED

1. Vertical and horizontal boring mills, engine lathe, shaper, slotter, CNC machine tools, vertical milling machines, etc. Personal computer utilizing Auto-Cad and Gibbs virtual machining software programs. Other/personal hand tools as required.

E. EDUCATIONAL REQUIREMENTS

1. Education: High school graduate or recognized equivalent

2. Specialized training: Must graduate from the Machinist Apprentice Training Program or recognized equivalent.

F. EXPERIENCE REQUIREMENTS

1. Must have at least four (4) years experience as a Machinist B or recognized equivalent. Must have sufficient knowledge of several crafts to assume leadership roles of field service projects. Must possess hand tools required to perform the position's essential functions.

2. Must have a valid driver's license and the appropriate state mandated minimum automobile insurance requirements.

G. DIRECTION RECEIVED

1. Procedures are established for normal work assignments. Interpret written/oral instructions given by supervisor(s) or assigned personnel, to carry out assigned duties, but seeks advice when needed. Instructions/guidance provided for new or non-standard assignments.

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H. DIRECTION GIVEN

1. Provide instruction and guidance to lower graded and new employees as needed.

Approvals:

President _____

Date _____

Production Manager _____

Date _____