

MACHINIST LEAD – LABOR GRADE 19
CMD Corporation

Job Title: Machinist Lead FLSA Status: Non-Exempt
Department: Fabrication Reports To: Production Supervisor / Fabrication
Prepared By: _____ Date _____
Karen K. Diedrich, Director of HR
Approved By: _____ Date _____
Stephen P. Sakai, President

GENERAL CHARACTERISTICS

Assists Production Supervisor / Fabrication in staffing, scheduling, hiring and performance reviews. Acts as team leader. Works unsupervised and is able to train new employees. Possesses qualifications and skill level of labor grade 18 Machinist, including knowledge of all Fabrication machinery in order to cover for other personnel when out, or to assist in completion of a job when designated by the supervisor. Displays above-average abilities on manual mills and lathes, and works efficiently and safely. Reads blueprints and set-up sheets thoroughly. Works harmoniously with fellow employees.

QUALIFICATIONS REQUIRED

Completion of vocational diploma in Machine Tool Technology, or equivalent experience or training, and three years of machine shop experience, preferably including two years at CMD Corporation. Requires ability to read blueprints and set-up sheets. Requires knowledge of all machine codes and their proper functions, to include canned cycles and related codes, "G" and "M" codes, and "I" and "J" centers when using circular interpolation. Position requires strong organizational skills and attention to detail. Must be very quality conscious. Must have ability to work with little or no supervision. Must demonstrate leadership skills and ability to assume Fabrication Supervisor's position when not present.

ESSENTIAL DUTIES

- 1) Acts as a team leader. Responsible for the training of new employees. Coordinates the fabrication process by working closely with other machinists and departments. Works unsupervised.
- 2) Assists Production Supervisor / Fabrication in personnel scheduling, hiring and performance reviews. Resolves conflict in a fair and just manner.
- 3) Performs start-up, operation and shut-down of CNC Mill. Must have knowledge of all machine codes and their proper functions and format. Responsible for proper setting of height offsets, cutter compensation and floating zeros. Position requires ownership and use of basic hand tools, including calipers, micrometers, gages, and various other hand tools. Must maintain proper feeds and speeds on the various types of materials used in the shop when using the tools listed:
 - Fly Mills -Drills -End Mills -Reamers -Carbides
 - Taps -Boring Bars -Hog Mills -Spot/Center Drills

POSITION: MACHINIST LEAD

ESSENTIAL DUTIES (Continued)

- 4) Performs start-up, operation and shut-down of CNC Lathe. Must have knowledge of all machine codes and their proper functions and format. Responsible for proper setting of height offsets, cutter compensation and floating zeros. Position requires ownership and use of basic hand tools, including calipers, micrometers, gages, and various other hand tools. Must maintain proper feeds and speeds on the various types of materials used in the shop when using the tools listed:
-Turning Tools -Threading Tools -Drills -Reamers -Carbides
-Boring Bars -Grooving Tools -Taps -Spot Center Drills
- 5) Performs absolute/incremental positioning and programming. Must have an understanding of sub-programs and when they are to be used. Also requires knowledge of alarms and how to correct them when necessary.
- 6) Performs basic machine maintenance, such as keeping proper levels of fluids in oilers with correct oil or lube. Must keep ballscrews and ways free of chips and other debris and maintain proper coolant mixtures. Also lubricates grease fittings on a weekly basis.
- 7) Requires knowledge of all fabrication areas in order to cover for other shop personnel when out, assist in completion of a job, or train new employees when designated by the supervisor.
- 8) Responsible to meet ISO quality standards which require individuals to take responsibility for their own quality, verify their work is correct and then affix their signature to the appropriate documentation (i.e., drawing, checklist, etc.).
- 9) Uses ERP system to enter time spent working on fab parts. Follows Company's requirements to move and production-receipt work orders. Completes all paperwork.
- 10) Responsible for throughput, making sure employees are working by start dates.
- 11) Visibly supports "lean" and other process improvement activities. Participates in rapid improvement events. Applies continuous improvement practices to one's job. Supports transition activities, as required. Maintains an open mind throughout the change process. Works with others to continuously fuel improvement throughout the Company.
- 12) Responsible for own safety. Practices only safe work habits and ensures all safety rules are followed. Responsible to keep area clean and organized to ensure safe working conditions.

OTHER DUTIES

- 13) Performs other appropriate duties as required or requested by supervisor.

PRINCIPLE WORKING RELATIONSHIPS

Interacts with Fabrication staff and other departments. Works as a team player and cooperates with co-workers to get the job done.

PHYSICAL DEMANDS

POSITION: MACHINIST LEAD

(The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The phrases “occasionally,” “regularly,” and “frequently” correspond to the following definitions: “Occasionally” means up to 1/3 of working time, “regularly” means between 1/3 and 2/3 of working time, and “frequently” means 2/3 and more working time.)

While performing the duties and responsibilities of this position, the employee is frequently required to stand and walk. The incumbent will occasionally sit, and will occasionally talk and listen and use hands to finger, handle or touch. Specific vision requirements for this position include close vision and the ability to adjust focus. During the performance of his/her duties, the incumbent will occasionally lift up to 50 pounds.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is occasionally exposed to fumes or airborne particles. The noise level in the work environment is usually moderate.

Employee Acknowledgement _____ Date _____