

## Curt G. Joa, Inc. Job Description

**Job Title:**        **Machinist II**

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**Department:**    Machine Shop                      **Reports To:**    Supervisor, Machine Shop

**Classification:** Non-exempt                      **Location:**        Sheboygan Falls

**Date:**                March 2020                      **Grade Level:**    7

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**Job Purpose:**

Machinist II is responsible for the manufacture of parts per print specifications in an accurate and timely manner utilizing manual and CNC machine centers. He/she may also make or repair machine tools and maintain industrial machines.

**Key Customers:**

- Assembly Department
- Engineering Department
- Company Customers

**Description of Essential Duties:**

- Program, setup and run variety of machine tools to manufacture parts according to specifications.
- Check all diameters and dimensions.
- Check tool page to see if all required tooling is available.
- Prepare hard or soft jaws for turning material.
- Study blueprint and plan efficient way to manufacture parts.
- Locate material.
- Check graphics to see if program is proper.
- Remove part from machine.
- Use overhead crane to lift large parts or materials safely.
- Measure parts using precision measuring equipment.
- Maintain machine shop equipment.
- Train other workers on the proper and safe operation of equipment.

**Description of Marginal Job Functions:**

- Perform machine maintenance.
- Assist in establishing procedures to manufacture parts more efficiently.
- Deburrs parts when time allows.

**Supervisory Responsibilities:**

None.

**Qualification Requirements:** (To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required.)

- Requires education generally equivalent to a high school diploma.
- Requires up to 3-5 years of machinist experience.
- Requires mathematical skills that require the ability to add, subtract, multiply and divide, and perform geometric.
- Must perform metric conversions.
- Requires good oral and written communication skills in order to interact with employees.
- Requires a strong working knowledge of Mazatrol or other machine software.
- Must be able to read and understand blueprints, specifications and routings.

**Protective Clothing Required:**

The incumbent will utilize safety glasses and safety shoes in production areas.

**Physical Demands:** (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 occasionally required to sit, talk and listen. The incumbent will regularly walk, use foot/feet to operate machine, stoop, kneel, crouch or crawl and move from place to place; and will frequently use hands to finger, handle or touch and stand. Specific vision requirements for this position include close vision, distance vision, peripheral vision, depth perception and the ability to adjust focus.

During the performance of his/her work duties, the incumbent will be required to regularly lift up to 50 pounds such as moving parts from material storage and moving parts in and out of work area.

**Tools/Equipment Utilized:** During the performance of his/her duties, the employee will utilize production manufacturing equipment, measuring instruments such as micrometers, gage blocks, height gage, verniers, wrenches, hand tools, and computer assisted software.

**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.)

The employee works in a factory environment and is frequently exposed to fumes or airborne particles and work near moving mechanical parts. The noise level in the work environment is loud.

The above statement reflect the general details necessary to describe the principle functions of the occupation describes and shall not be construed as a detailed description of all the work that may be inherent in the occupation.