

# JOB DESCRIPTION

|                           |                        |                      |            |
|---------------------------|------------------------|----------------------|------------|
| <b>Title:</b>             | Machine Shop Assistant | <b>Department:</b>   | Production |
| <b>Employment status:</b> | Full-time              | <b>FLSA Status:</b>  | Non-exempt |
| <b>Reports to:</b>        | Lead Machinist         | <b>Last updated:</b> | 2022-3-23  |

## Position Summary

Assists with incoming material and shipping/receiving tasks. Assist machine operators to increase the flow of production in various departments.

## Essential Duties and Responsibilities

To perform this job successfully, an individual must be able to execute each of the following essential duties satisfactorily:

- Assist with incoming materials, as needed (receive material, clean material for storage, prepare material for machining, etc.)
- Assist with draining and prepping chip barrels and scrap
- Assist with parts washing (operation of solvent tank and heat tank, manual rinsing, etc.)
- Assist with shipping (scale count product, box product for finished goods/shipment, weigh product for UPS pick-ups, etc.)
- Perform light mechanical assembly
- Assist operators with loading bars, clearing chips, adding oil, checking parts, etc
- Operate burr bench to deburr parts as needed
- Maintain clean work areas (light janitorial duties, such as sweeping, breaking down boxes, and light machine maintenance, such as cleaning oil around machines, removing chips, etc.)
- Assist the mechanical assembly department, as needed
- Perform all other duties as assigned

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the job.

## Qualifications

- Working command of the English language and ability to communicate with coworkers and management
- Ability to use math functions to perform basic calculations
- Basic knowledge of hand and power tools
- Basic computer skills
- Possess personal qualities of integrity, credibility, and commitment to the Company's mission

## Education/Experience

- High school diploma or equivalent certification is required
- Two years of work experience. Experience in a manufacturing environment a plus
- Forklift certification a plus; recertification would occur upon hire

## **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 the job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions of the job.

While performing the duties of this job, the employee is regularly required to do the following:

- Bend and reach
- Walk and stand
- Grasp and feel (finger/hand dexterity)
- Talk and hear
- Frequently push, pull, and lift (objects up to 50 lbs.)
- Tolerate prolonged standing
- Tolerate repetitive motion
- View and identify small defects/small parts (close visual acuity)