

**ANDERSON & DAHLEN, INC.  
JOB DESCRIPTION**

Machinist  
Title of Position

Service Center Supervisor  
Title of Supervisor

Machining  
Department

Non-exempt  
Job Status

=====

**PRIMARY OBJECTIVE OF POSITION:**

Plans, sets up and performs a wide range of machining operations, using various machine tools, jigs and fixtures in the production of a wide variety of product parts as well as tooling items.

**MAJOR AREAS FOR ACCOUNTABILITY:**

1. Provides optimum cooperation and complete information to Supervisor and other personnel, relative to projects within his/her assigned group, to ensure on-time and accurate job completion.
2. Recommends new methods and procedures to improve efficiency as apparent or required.
3. Works from drawings, sketches, specifications and instructions from supervisor to determine operational sequence, tooling and material requirements.
4. Identifies job flow problems and causes, and recommends corrective action to ensure timely and efficient production effort.
5. Sets up and operates all machining equipment, together with related equipment, attachments and prescribed jigs and fixtures.
6. Lays out work and makes necessary calculations for machining and finishing.
7. Makes varied and complex set ups involving the determination of methods to hold and machine unusual work, devising temporary tooling and altering existing tools to accommodate individual job requirements.
8. Selects and sets tools in proper locations, sets tool offsets, sets speeds and feeds appropriate to the material and finish requirements, indicates work as needed to avoid run out or misalignment.

## Machinist

### Page 2

9. Sharpens tools as required and replaces broken or malfunctioning tooling.
10. Maintains designated dimensions relating to drawing conformance.
11. Performs tolerance checking and gauging functions to assure adherence to all drawing specifications and quality standards.
12. Detects defective materials, unusual conditions or operating difficulties for reporting and relays information to supervisor.
13. Complies with Company and Department policies and procedures as applicable.
14. Maintains a positive attitude and promotes a “team” approach throughout the Department.
15. Performs related work as apparent or assigned.

### **QUALIFICATIONS FOR ENTRY:**

- High school education or equivalent including additional technical training in an approved machinist program.
- A minimum of 1-2 years of machining experience.
- Demonstrated shop math skills, knows feeds and speeds and can develop or improvise tooling.
- Ability to use a variety of machine tools, related jigs, fixtures and attachments.
- Ability to read blueprints and sketches.
- Ability to successfully use micrometers, calipers, inside and outside gauges.
- Exercises good judgement to determine proper sequence and set-up of complicated work.
- Ability to demonstrate good dexterity to operate controls on lathes and other machine tools in forming and shaping parts.
- Demonstrated ability to keep close tolerances consecutively.
- Ability to make adjustments as necessary to assure accuracy to job specifications.
- Ability to relate well to others and gain the respect of co-workers.
- Ability to work independently or with others.
- Displays a positive attitude and a strong desire to learn and grow.
- Ability to consistently quote jobs accurately.
- Ability to communicate effectively, both orally and in writing.

**PHYSICAL REQUIREMENTS:**

- Lift/Carry-  
0-10 lbs.-Continuously  
11-20 lbs.- frequently  
21-50 lbs.- occasionally  
51-100 lbs.- Not at all
- Push/Pull-  
0-25 lbs.- continuously  
26-50 lbs.- frequently  
51-75 lbs.- occasionally  
76-100 lbs.- Not at all
- Bend- 34-66% during a 10 hour shift
- Twist/Turn 34-66% during a 10 hour shift
- Kneel/Squat- 0-33% during a 10 hour shift
- Sit- Not at all
- Stand/Walk- 67-100% during a 10 hour shift
- Overhead Reaching- 0-33% during a 10 hour shift
- Ladder/Stair Climb- 0-33% during a 10 hour shift

**REQUIREMENTS FOR EFFECTIVE PERFORMANCE:**

- Thorough knowledge of Company policies and procedures as they relate to machining.
- Thorough knowledge of products, of manufacturing methods, and of production capabilities and limitations.
- Complete knowledge of operations in the department, which will consistently meet productivity standards and quality requirements.
- Thorough knowledge of other departments and functions as such relates to machining.
- Ability to ensure on-time completion of projects.
- Demonstrated ability in time management.
- Ability to obtain and maintain the respect of others as being a competent Machinist.
- Ability to relate well to others and function as a member of the overall “team”.
- Works safely and keeps work area clean and clear of potential hazards.
- Deals effectively and cooperatively with established policies and procedures.

**SUPERVISION OF OTHERS:**

None

**APPROVALS:** \_\_\_\_\_

Approval Date: March 7, 2001

Revision Date: October 30, 2005