



Approved: 01/03/2017

## Job Description

Job Title: Machinist II  
Reports To: Director Of Operations & Engineering  
Non-Exempt  
Full Time

### **Job Summary**

The Machinist Level II will produce product using CNC milling, turning, grinding, or sawing equipment to P&F standards and customer specifications.

### **Essential Functions:**

The primary duties and responsibilities of the Machinist II consist of but are not limited to:

#### **In addition to Machinist Level I**

- Make offsets with no supervision
- Edit programs with no supervision
- Complete first part with level III or higher verification
- Effectively retain program in accordance with P&F procedures
- Effectively create and save setup sheets with review level III or higher approval
- Perform GD&T inspection of parts using a variety of mechanical gages
- Interpret CMM reports to identify required process changes
- Store tooling in proper location
- Performs own setups
- Program creation with Level III verifying

### **Qualifications:**

- Education
  - Graduate of High School (Minimum)
- Background
  - 2 to 5 years of experience

### **Accountabilities**

- Facilitate a continuous improvement culture
- Foster a team oriented quality ownership culture
- Ensure compliance to QMS requirements
- Produce product to P&F processes and customer specifications
- Quantifiably ensure compliance of dimensional accuracy of a parts & materials
- Ensure visual requirement compliance of parts and materials

- Ensure identification & containment of all suspect / nonconforming product.
- Communicate areas of concern and opportunities for improvement as it relates to productivity and quality issues
- Accurately document quantities and complete transactions

### **Authorities**

- Stop processes & shipments due to quality concerns if necessary
- Communicate to Management issues with product and process conformance
- Nonconforming of product
- Make offset changes
- Edit programs

### **Competencies**

- Basic to intermediate understanding of GD&T
- Ability to manage time and accurately perform duties while meeting productivity expectations
- Ability to keep accurate records
- Ability to follow written and verbal instructions
- Ability to follow documented procedures and standards
- Ability to interpret feature of size requirements on blue prints
- Operate CMM and other automated inspection equipment
- Attention to detail
- Ability to operate a computer
- Lifting requirements: up to 50 lbs without crane
- Prolonged standing and walking for up to 10 hours