



Job Description

Machinist IV
Non-Exempt
Full Time

Job Summary:

The Machinist Level IV 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:

- Operate forklift.
- Comply with all safety rules and regulations.
- Comply to all quality policies and goals.
- Able to read and follow job travelers and other manufacturing documentation.
- Make offsets with no supervision.
- Edit programs with no supervision.
- Complete first part with Level III or Level IV verification.
- Effectively retain program in accordance with P&F procedures.
- Effectively create and save setup sheets with review Level III or Level IV approval.
- Perform visual inspection of parts and materials using unaided eye and magnification.
- Perform GD&T inspection of parts using a variety of mechanical gages.
- Ensure segregation, identification and reporting of non-conforming product.
- Ability to operate CMM and interpret CMM reports to identify required process changes.
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- Performs own setups.
- Review and approve setup sheets for Level I and II Machinists.
- Aid in the selection of tooling.
- Establish feed and speeds.
- Design and build of work holding and fixtures.
- Complete setup and in-process inspection verifications.
- Perform GD&T inspection of parts using a variety of mechanical gages.
- Program a machine both on and off-line.
- Produce prototype product to P&F and customer expectations with little or no process documentation.
- Creates manufacturing processes for difficult and complex product.
- Create process documentation to ensure QMS requirements.
- Manage special projects with minimal supervision.
- Provide troubleshooting support to P&F shop floor personnel.
- Provide subject matter support to Sales, Engineering and Quality functions.
- Identify and implement continuous improvement efforts related to productivity and quality.
- Develop skills and competencies of Level I, Level II and Level III Machinists.
- Effectively retain program in accordance with P&F procedures.
- Mentor and train employees.
- Maintain a clean and organized work area.
- Perform other tasks as directed by supervisor.
- All essential functions must be performed in an efficient manner.



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Accountabilities:

- Facilitate a continuous improvement culture.
- Facilitate an efficient culture.
- Foster a team-oriented quality ownership culture.
- Ensure compliance to QMS requirements.
- Ensure quality and delivery objectives are met.
- Produce product to customer specifications using P&F approved processes.
- Ensure compliance with rules, regulations and laws related to areas of responsibility.
- Ensure projects are efficiently running according with established quality standards and delivery timelines.
- Quantifiably ensure compliance of dimensional accuracy of parts & materials.
- Ensure visual requirement compliance of parts and materials.
- Ensure identification, containment and reporting of all suspect / nonconforming product.
- Communicate areas of concern and opportunities for improvement as it relates to productivity and quality issues.
- Accurately document job quantities and complete transactions.
- Understands that attendance and punctuality affect team morale.

Authorities:

- Stop processes and shipments due to quality concerns if necessary.
- Communicate to management issues with product and process conformance.
- Establish P&F manufacturing methodologies.
- Create and approve process documentation.
- Approve changes to process and QMS documentation.
- Nonconforming of product.
- Make offset changes.
- Edit programs.
- Suggest process improvements.
- Complete 1st piece approvals for Level I and Level II Machinist.

Competencies

- Advanced understanding of GD&T.
- Subject matter expert understanding of machining methodologies.
- Generate and follow documented procedures and standards.
- Interpret feature of size requirements on blueprints.
- Supervise the operation of CMM and other automated inspection equipment.
- Effective user of ERP system and Microsoft Office software.
- Ability to keep accurate records.
- Strong attention to detail.
- Ability to manage time and accurately perform duties while meeting productivity expectations.
- Ability to work independently, multi-task and prioritize.

- Must demonstrate superb problem-solving skills.
- Excellent communication skills both verbal and written.
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Qualifications:

Education:

- High school diploma (required).

Background:

- 2 to 5 years of manufacturing machining experience.