



## Job Description

Machinist I  
Non-Exempt  
Full Time

### **Job Summary:**

The Machinist I will produce products 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 I consist of but are not limited to:

- Operate forklift.
- Comply with all safety rules and regulations.
- Comply with all quality policies and goals.
- Able to read and follow job travelers and other manufacturing documentation.
- Operate machines and make offsets with supervision from Machinist II or higher.
- Edit programs with Machinist III, or higher, verifying accuracy.
- Perform mechanical inspection of parts and materials using micrometers, calipers, thread gages, and pin gages for feature of size characteristics.
- Perform visual inspection of parts and materials using unaided eye and magnification.
- Ensure segregation, identification and reporting of non-conforming products.
- Perform basic maintenance on machines.
- Maintain a clean and organized work area.
- Perform other tasks as directed by supervisor.
- All essential functions must be performed in an efficient manner.

### **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.
- 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 products.
- 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.



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- Stop processes and shipments due to quality concerns, if necessary.
- Communicate to management issues with product and process conformance.
- Nonconforming of product and material.
- Suggest process improvements.

### **Competencies**

- Basic to intermediate understanding of GD&T.
- Follow documented procedures and standards.
- Interpret feature of size requirements on blueprints.
- Effective user of ERP system and Microsoft Office software.
- Operate CMM and other automated inspection equipment with direction.
- Ability to keep accurate records.
- Strong attention to detail.
- Ability to work independently and accurately perform duties in a fast-paced environment to assure delivery requirements.
- Must demonstrate problem-solving skills.
- Excellent communication skills both verbal and written.

### **Qualifications:**

#### **Education:**

- High school diploma (required).

#### **Background:**

- 2 to 5 years of manufacturing machining experience.