

**Reid-Ashman mfg.
Job Description**



Job Title: Machine Setup Operator
Department: Machine Shop
Reports To: Machine Shop Team Leader
FLSA Status: Non-Exempt
Prepared By: Dan Moss
Prepared Date: May 23, 2002

SUMMARY

Sets up and operates machine tools such as lathes, milling machines, boring machines, and grinders, to machine metallic and nonmetallic workpieces by performing the following duties.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

Reads blueprint or job order for product specifications such as dimensions and tolerances, and tooling instructions such as fixtures, feed rates, cutting speeds, depth of cut, and determines sequence of operations.

Selects, positions, and secures tool in toolholder (chuck, collet, or toolpost).

Positions and secures workpiece in holding device, machine table, chuck, centers, or fixtures.

Moves controls to position tool and workpiece in relation to each other, and to set specified feeds, speeds, and depth of cut.

Sets up fixture or feeding device, starts machine, and turns handwheel to feed tool to workpiece or vice versa, and engages feed.

Turns valve handle to direct flow of coolant or cutting oil against tool and workpiece.

Observes operation of machine and verifies conformance of machined workpiece to specifications.

Operates bench grinder to sharpen tools.

Sets up and operates machines and equipment other than machine tools such as welding machines and flame-cutting equipment.

SUPERVISORY RESPONSIBILITIES

This job has no supervisory responsibilities.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge,

skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE

High school diploma or general education degree (GED); or one to three months related experience and/or training; or equivalent combination of education and experience.

LANGUAGE SKILLS

Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write simple correspondence. Ability to effectively present information in one-on-one and small group situations to customers, clients, and other employees of the organization.

MATHEMATICAL SKILLS

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry.

REASONING ABILITY

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

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

While performing the duties of this job, the employee is regularly required to stand; use hands to finger, handle, or feel; and reach with hands and arms. The employee is occasionally required to walk, sit, climb or balance, and talk or hear. The employee must frequently lift and/or move up to 50 pounds and occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly exposed to moving mechanical parts. The employee is occasionally exposed to fumes or airborne particles. The noise level in the work environment is usually moderate.

COMPUTER SKILLS

Experience using and a general understanding of Windows operating systems. One or more years experience using Word and Excel.

GENERAL SIGN-OFF

We believe that each employee makes a significant contribution to our success. That contribution should not be limited by the assigned responsibilities. Therefore, this job description is designed to outline the primary duties, qualifications and job scope, but not limit the incumbent nor the organization to just the work identified. It is our expectation that each employee will offer his/her services wherever and whenever necessary to ensure the success of our endeavors.

This job description is not an employment agreement or contract. Management has the exclusive right to alter this job description at any time without notice.

I have read and understand this job description. I understand that I am expected to adhere to all company policies. I understand that the employment relationship between me and Reid-Ashman Mfg. remains at all times at-will and can be terminated at any time for any reason, with or without cause or notice.

Employee Name: _____

Employee Signature: _____

Date: _____

Updated 1/28/14