

Tool Room Machinist Job Description

Position: Tool Room Machinist

Department: Innovation and Technologies

Reports to: Tool Room Foreman

FLSA Status: Hourly

Summary of Position

Under direction of the Tool Room Foreman the successful candidate will be tasked with setting up and operating both C.N.C. and manual tool room equipment including Mills, Lathes, Drill Presses, Grinders, and EDM machines. Candidate will perform routine mold maintenance, general repairs, and mold changeovers. Candidate will also be required to use and read tool room measuring devices accurately.

Primary Duties and Responsibilities

Background Skills:

- Reads Blueprints, sketches, drawings, or other methods of communication to determine dimensions and tolerances of a finished part.
- Ability to repeatably use and read: Scales, Micrometers, Calipers (Dial or Digital), Gauge Pins, and our Optical Comparator
- Chooses proper measurement devices to work at the tolerance required by the communication above.

Manual Machining Skills:

- Experience using manual: Lathes, Knee Mills, Drill Presses, Surface Grinders, Tool / Cutter Grinders, Saws, and other general metal machining tools.
- Chooses the proper machines, tools, and order of operations to achieve the part and tolerance necessary.
- Ability to efficiently set up said machines and execute the machining processes needed in a safe and timely manner.

CNC Machining Skills: (Preferred but not mandatory)

- CNC experience using Hurco Machining Center, Lathe, Bridgeport Mill and / or Charmilles Sinker EDM machines.
- Experience with Fanuc conversational and G code CNC controls
- CAM software experience; AutoDesk HSM currently utilized.
- Ability to choose appropriate cutter tools, feeds, speeds and other user programmed parameters

- Ability to square, secure, and set “Zeros” on workpieces and cutters to be used for machining.

Mold Maintenance, Cleaning, Changeover, & Repair:

- Knowledge of various hand tools needed to disassemble and reassemble tools.
- Ability to take notes or remember the order of operations of disassembly, cleaning points to look for, and reassembly of our tools.
- Organizational skills sufficient to remove components from a mold to be changed over and store them in the designated area; Then reassemble the tool with the desired components for a proper mold change over.

General Expectations:

- Maintain a clean and organized work area
- Flexible to work occasional weekend hours. (Sat.)
- Assigned special projects as business warrants.

Minimum Education & Experience Requirements

Education

- High school diploma or equivalent; preferred Associate’s degree from two-year college or technical school.
- 3 years of machinist experience (will consider a combination of school and experience).
- Experience working in a manufacturing environment with a proven track record of success is preferred.
- Must be comfortable using computers and applications necessary to perform the job.
- Possess strong interpersonal and communication skills.
- Ability to work in-week and week-end overtime as business needs dictate.

Language

- Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedures manuals. Ability to write routine reports and correspondence.

Mathematical Skills

- Ability to apply concepts such as fractions, percentages, ratios and proportions to practical situations.

Required Values

- Considers multiple factors (Safety, Quality, Delivery, Cost & Inventory) when making continuous improvement recommendations/decisions.
- Demonstrates high levels of positive energy and enthusiasm and a willingness to take on new challenges, responsibilities and assignments - strives to go beyond what is expected.
- Projects a professional image in appearance, communication, and behavior even during times of stress, instills trust and is open, honest and approachable.
- Seeks and takes advantage of opportunities to learn from others and share own knowledge so others may benefit.
- Involves and informs others as appropriate in identifying issues, problems, opportunities and developing solutions.
- Acts and communicates in an ethical and truthful manner, leading by example and earning the respect and trust of co-workers, customers, and other stakeholders.
- Effective problem solving and critical thinking skills.