

**Company Name: <Insert Name>**

**Position Title: Machinist**

|  |  |
| --- | --- |
| **Department: <Insert Department>** | **Union: <Insert Union>** |
| **Job Code: <Insert Job Code>** | **Date Approved: <Insert Date>** |

**Position Summary**:

Machinists set up and operate a variety of machine tools to cut or grind metal, plastic or other materials to make or modify parts or products with precise dimensions.

**Duties and Responsibilities:**

* Read and interpret engineering drawings, blueprints, charts and tables or study sample parts to determine machining operation to be performed, and plan best sequence of operations
* Compute dimensions and tolerances and measure and lay out work pieces
* Set up, operate and maintain a variety of machine tools including computer numerically controlled (CNC) tools to perform precision, non-repetitive machining operations such as sawing, turning, milling, boring, planing, drilling, precision grinding and other operations
* Fit and assemble machined metal parts and subassemblies using hand and power tools
* Verify dimensions of products for accuracy and conformance to specifications using precision measuring instruments
* May set up and program machine tools for use by machining tool operators
* Machining and tooling inspectors perform some or all of the following duties:
* Verify dimensions of machined parts or tooling using micrometers, verniers, callipers, height gauges, optical comparators, co-ordinate measuring machines (CMM) or other specialized measuring instruments
* Maintain, repair and calibrate precision measuring instruments such as dial indicators, fixed gauges, height gauges and other measuring devices
* Report deviations from specifications and tolerances to supervisor
* Complete and maintain inspection reports
* Complete daily audits and equipment safety sheets
* Responsible for applicable policies, procedures and work instructions
* Perform other reasonable duties as assigned

**Complexity:**

* Keeps work area clean and well organized
* May assist in the training of other employees as indicated

**Physical Effort:**

* Fast-paced environment; handling heavy loads; manual dexterity; attention to detail; hand-eye co-ordination
* The physical effort for this position involves standing, walking, pulling, bending and occasional exposure to heavy weights (insert pounds)

**Accountability:**

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Yes/No/NA** |  | **Yes/No/NA** |
| Financial | Yes | Confidentiality | Yes |
| Public Relations | No | Employee Relations | Yes |
| Customer Relations | No | Safety of Others | Yes |
| Use of Physical Resources | Yes | Quality Control | Yes |
| Government Relations | No | Regulatory Compliance | Yes |
| Production Volume | Yes |  |  |

**Initiative:**

A significant level of self-motivation, initiative and time management is needed in this role.

**Working Conditions:**

|  |  |
| --- | --- |
| **Condition** | **Amount of Exposure** |
| Dust, dirt, fumes | Regular |
| Heat and/or cold | Occasional |
| Noise | Regular |
| Vibration | Frequent |
| Inclement Weather | N/A |
| Monotonous routines | Occasional |
| Lighting | Regular |
| Restrictive clothing requirements | Occasional |
| Health or safety hazards of position | Regular |

**Supervision:**

|  |  |
| --- | --- |
| Direct Supervisor (title): | *Director of Human Resources* |

**Education:**

|  |  |
| --- | --- |
| Minimum requirements: | * Completion of secondary school is required
 |
| Preferred requirements: | * Completion of a four-year apprenticeship program or a combination of over four years of work experience in the trade and some college or industry courses in machining is usually required to be eligible for trade certification.
 |

**Experience:**

|  |  |
| --- | --- |
| Minimum: | * 3-5 years’ experience in a manufacturing environment
 |
| Preferred: |  |

**Communication & Contacts**:

1. **Within the Company** –
* Position routinely interacts with other members of the department, but also Managers, Supervisors and front line staff.
1. **Outside of the Company** –

N/A

**Standard Operating Procedures for Position:**

Training is required on the Standard Operating Procedures (SOPs) pertaining to general company requirements and to this position.

**Approvals**

|  |  |  |  |
| --- | --- | --- | --- |
| **Supervisor/Manager's Name** |  | **Date:** | Click here to enter a date. |
| **Director/Executive Team Member** |  | **Date:** | Click here to enter a date. |

**This section must be completed before forwarding to Human Resources**

Ensure a copy of the completed job description has been:

1. Copy retained in your departmental manual.
2. Copy sent to Human Resources for inclusion in the central file.