
PFI Precision Machining Position Description

POSITION TITLE:

Multi-Spindle Screw Machine Operator - Trainee

POSITION REPORTS TO:

VP Engineering, Multi-Spindle Department Supervisor

BASIC FUNCTIONS OF THE POSITION:

Must be able to learn how to read a blue print and follow processing instructions to operate and manufacture parts to production rates and quality standards.

ESSENTIAL FUNCTIONS OF THE POSITION:

- 1) Learn to stockup and operate multi-spindle screw machines involving intricate tooling in a wide range of close tolerance applications.
- 2) Maintain production rate as documented in the process instructions.
- 3) Maintain quality processes as required.
- 4) Perform other duties as requested.

ADDITIONAL FUNCTIONS/RESPONSIBILITIES:

- 1) Assist, as needed, in other functional areas of machining.
- 2) Work greater than 40 hours per week – may be during weekday or weekend hours.
- 3) Needs to provide own transportation to and from work assignment.
- 4) Provide optimal quality of service to all customers – internal and external.
- 5) Perform routine maintenance on machine as assigned.
- 6) Utilize personal and assigned tools to perform work assignment.
- 7) Must be able to maintain a clean and organized work environment.

MINIMUM EDUCATION, KNOWLEDGE, AND EXPERIENCE:

- High school diploma or GED
- Prior manufacturing experience not required – trainee position
- Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent

BEHAVIOR TRAITS:

- Ability to follow instructions and work in a positive, supportive, cooperative manner
- Ability to work harmoniously with others as part of a work team
- Ability to lead others effectively
- Ability to communicate effectively with customers
- Ability to perform functions safely, effectively, and efficiently
- Ability to handle multiple priorities and respond to multiple customers (internal and external)

PHYSICAL REQUIREMENTS:

Fingering:	Frequent
Grasping:	Continuous
Hearing:	Frequent
Repetitive Motions:	Frequent
Sitting:	Occasional (approx. 2-4 hours per day)
Speaking:	Frequent
Standing:	Continuous (approx. 6-12 hours per day)
Lifting:	Frequent (45 pounds)
Walking:	Frequent (approx. 2-4 hours per day)

AUDIO/VISUAL REQUIREMENTS:

Terminal/Screens:	Occasional
Discern Colors:	Frequent (traffic signs/lights, etc.)
Depth Perception:	Frequent
Near/Far Vision:	Frequent
Sufficient Vision:	Continuous

ADVERSE ENVIRONMENTAL CONDITIONS – Rare

COMMUNICATIONS:

Orally Converse:	Frequent
Written:	Frequent

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