
PFI Precision Machining Position Description

POSITION TITLE:

Multi-Spindle Set Up Machinist and Operator

POSITION REPORTS TO:

VP Engineering, Multi-Spindle Department Supervisor

BASIC FUNCTIONS OF THE POSITION:

Must be able to setup and operate Multi-Spindle, Davenport and/or Acme machines using blue-print and other process documents to quality requirements.

ESSENTIAL FUNCTIONS OF THE POSITION.

- 1) Set up and operate Multi-spindle, Davenport and/or Acme machines involving intricate tooling and a wide range of operations.
- 2) Assist in devising methods of machining new and difficult jobs.
- 3) Instruct others.
- 4) Diagnose and correct problems quickly and efficiently.
- 5) Make programming and job improvements.
- 6) Perform periodic quality checks with necessary instrumentation as per documents provided.
- 7) Maintain acceptable production rates as documented in the process instructions.
- 8) 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
- 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) Must be able to utilize all tooling required for the work assignment
- 7) Must be able to maintain a clean and organized work environment

MINIMUM EDUCATION, KNOWLEDGE, AND EXPERIENCE:

- High school diploma or GED

- 2-3 years experience in Multi-spindle machines
- Prior manufacturing experience necessary
- Strong organizational skills
- 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 effectively lead/provide guidance to others as needed
- Ability to communicate effectively with customers
- Ability to perform functions safely, effectively, and efficiently
- Ability to handle multiple priorities (internal and external)

PHYSICAL REQUIREMENTS:

Grasping:	Continuous
Hearing:	Frequent
Repetitive Motions:	Frequent
Speaking:	Frequent
Standing:	Continuous (approx. 6-12 hours per day)
Lifting:	Frequent (40 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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