

Position: Tool Room Machinist
Facility: Sheldon/Spirit Lake
Department: Tool Room
Supervisor: Assigned Workgroup Leader and/or Supervisor
FLSA Status: Nonexempt

Summary

Analyzes variety of specifications and prints, sets up and operates CNC and manual machine tools. Familiar with cutting tools, tool design, fixtures and fixturing concepts, gauges and machinists' handtools. Fits and assembles parts to fabrications applying mechanical knowledge. Familiar with shop mathematics, metal properties, machining and assembly procedures.

Essential Duties and Responsibilities¹:

- Works with tool room personnel to analyze specifications and plan sequence of operations;
- Measures, marks, and scribes metal stock to lay out workpieces for machining;
- Sets up and operates fabricating equipment including, but not limited to, CNC and manual mills, CNC and manual lathes, drill presses, presses, shears, and welding equipment, to cut, shape, or form metal work pieces to specifications;
- Sets and operates machine tools at proper feeds and SFMs (surface feet per minute);
- Observes and listens to machine operation to detect malfunctions, such as worn or damaged cutting tools;
- Keeps machines and tools clean, properly lubricated and in good operating condition;
- Assembles, installs, and maintains cutting tools;
- Fits and assembles parts to fabricate or repair equipment and other production or nonproduction items;
- Use handtools to fit and assemble parts into assemblies or mechanisms;
- Produce quality machined parts, tools and fixtures within the specified print tolerances;
- Performs accurate and timely quality inspections required by the print/job sheet, quality procedures, and/or as directed;
- Verifies dimensions and alignments, using appropriate measuring instruments;
- Identifies (including nonconforming dimensions) and separates all nonconforming parts;
- Deburrs and cleans parts produced, as necessary;
- Seals parts with rust preventative, as required;
- Counts finished parts and packs them neatly into a clean container;
- Enters required data into computer;
- May performs quality welds;
- Practices good work habits including, but not limited to, being productive and efficient, staying busy by seeking work, being dependable, clean and organized in work area;
- Is a productive member of his/her department and adheres to all Rosenboom policies, including safety requirements/procedures, in order to ensure a safe working environment for all Rosenboom employees; and,
- Habits of good attendance and punctuality are an essential responsibility of all Rosenboom job positions.

Education and/or Experience:

- High school diploma or GED, preferred; and,
- Two or more years of relative vocational training or related experience, preferred.

Competencies:

- Reads and interprets prints;
- Able to apply common sense understanding to basic work processes. Capable of carrying out detailed written, oral or diagrammed instructions. Can deal with problems involving several concrete job specific variables;
- Adds, subtracts, multiplies, and divides all units of measure including deimal and fractions;
- Practical application of shop math including practical application of fractions, percentages, ratio and proportion as well as some basic algebra, geometry, and some trigonometry;
- Demonstrates the ability to take measurements and verify conformance to the print;
- Demonstrates a mechanical aptitude, including a basic understanding of the various types of tools used in the machining process;

¹ This document is intended to describe the general nature and level of work being performed by employees and is not to be construed as an exhaustive list of responsibilities, duties, and skills required of personnel assigned to this position. This document does not establish a contract for employment. This document is subject to change at the discretion of the employer, Rosenboom.

- Communicates (speaks and understands) in English;
 - Demonstrates ability to communicate orally in a clear and positive manner;
 - Demonstrates ability to generate and maintain accurate and concise written records, as appropriate to job assignment;
- Manages time effectively; and,
- Can read/comprehend safety rules, equipment manuals and methods and procedures documents (English).

Training/Certifications/Licenses:

- On site training specific to job responsibilities;
- Process and defect monitoring techniques as determined necessary by the tool room supervisor; and,
- Employee will learn how to set up and run all tool room equipment.

Physical Demand:

- The duties of this job require lifting and/or moving of up to 50 pounds.
- The duties of this job require standing for long periods of time.
- The employee is required to perform physical activities that require considerable use of arms, legs, and whole body movement, such as lifting, standing, walking, twisting, stooping, and handling of materials.
- The duties of this job require the employee to use either control mechanisms or direct physical activity to operate machines or processes.
- The duties of this job require the ability to quickly respond (with hand, fingers, or foot) to signals (gauges, dials, sounds or other indicators)
- The duties of this job include the ability of near vision for the ability to see details at a close range, with the ability to adjust focus

Work Environment:

- The duties of this job require the employee to spend time using his/her hands to control objects, tools, and controls
- The duties of this job require the employee to wear personal protective equipment including safety glasses, hearing protection, steel-toed footwear, and gloves
- The employee is subject to loud noises, vibrations, hardworking surfaces, lubricants and chemicals, fumes, dirt, and inherent hazards.
- The duties of this job require the employee to work in an environment with high voltage equipment.

Other:

- Become familiar with department and general plant layout;
- Employee may be mentored by an experienced member of the tool room, as assigned by the workgroup leader and/or department supervisor;
- Employee is required to purchase basic tools required for employment in this department;
- Employee is expected to work full shifts with the possibility of some extra daily and/or Friday night or Saturday dayshift hours, as appropriate to regular shift assignment;
- Employee is expected to help in other departments when assigned to do so by the workgroup leader and/or department supervisor; and,
- Commitment to high standards of workmanship, the production of quality products and continuous quality improvement is an expectation of all Rosenboom positions.