



# Example of Machine Builder Job Description

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Our company is growing rapidly and is searching for experienced candidates for the position of machine builder. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

## Responsibilities for machine builder

- Participates with the automation team in the development of the product and tool design for insert molding
- Documents information related to automation control designs using graphical and written materials to properly reflect the design, build and production support
- Executes projects assigned by the Automation Manager through project planning and reporting tools, including the department project status report, engineering time card system, project budgets, and interaction with team members
- Coordinates the mechanical tasks associated with Automation System design and implementation to ensure appropriate decisions are made
- Performs and coordinates the mechanical assembly and debug of automation tooling systems
- Provides technical analysis and reports to support equipment or process design, development, and problem resolution
- Provides mechanism design and analysis to ensure proper component sizing and compatibility
- Coordinates vendor quotation of control devices and systems to ensure proper and competitive bidding between suppliers
- Audits vendor quality and progress on tooling fabrication of assigned projects
- Participates in on-going maintenance, troubleshooting, and quality problem

## Qualifications for machine builder

- Operation of metalworking machines, such as milling and turning machine recommended
- Ability to work well with all levels of personnel whether individually or in a team environment
- Computer skills to use company resources as required including MS Office and Intranet databases
- Ability to climb in overhead structures, to work beneath machines and in close quarters performing installation and repair work
- Minimum of 5 years of experience as an electro-mechanical machine builder in a manufacturing environment (experience in automated labeling systems is a plus)
- Minimum of 3 years of experience with check out, trouble shooting and startup of PLC control panels