## **Example of Machinist Job Description**



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Our growing company is hiring for a machinist. We appreciate you taking the time to review the list of qualifications and to apply for the position. If you don't fill all of the qualifications, you may still be considered depending on your level of experience.

## Responsibilities for machinist

- Follow Company Office Rules, policies, safe work practices and procedures that insure compliance with local, state, and federal laws
- Take personal ownership to work safely in every aspect, following both established and "common sense" safety rules
- Programming 3-axis, 4-axis and 5-axis vertical and boring mills
- Direct and assist setup/operator personnel with CNC machining, generate set up sheets
- Perform miscellaneous operations involving broach machine shop experience
- Operate different types of machine tools involving close tolerance work and intricate setups
- Development, dismantle, assemble, diagnose and correct mechanical problems on electrical and mechanical equipment such as turbines, motors, boiler feed pumps and gearboxes
- Build parts from samples or drawings
- Perform balance of rotating equipment in hard bearing balance machines field balancing
- Direct others as needed

## Qualifications for machinist

- Good mechanical aptitude and manual dexterity
- Skills including welding, brazing, oxy-acetylene cutting, operating lathes, mills

- Working knowledge of PLC logic and other electronic controls is helpful
- The ability to diagnose problems quickly and implement remedies that keep production operations functioning to avoid or minimize equipment downtime
- Demonstrate initiative and decision-making acumen
- Cooperate with coworkers and utilize teamwork as needed to meet business objectives