



Example of Machinist Job Description

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Our company is looking to fill the role of machinist. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

Responsibilities for machinist

- Performs in-process inspection and clerical functions
- Complete a site Safety Orientation, and follow all applicable safety and environmental policies including lock-out tag-out of equipment and work areas for maintenance work
- Removes defective parts by dismantling devices using maintenance tools hoists, cranes, hand and power tools, ladders, lifts
- Replaces parts or rebuilds systems as necessary to maintain cost effectiveness of equipment and prevent mechanical failure
- Maintains mechanical knowledge by documenting and communicating actions, irregularities, and continuing needs
- Maintains equipment, parts, and supplies inventories by checking stock to determine inventory levels, and anticipating parts and equipment needs and communicating these needs
- Team to identify process problem areas and learning how to communicate them up and through the organization using appropriate means of communication
- Participate in job hand-offs to fellow associates and conduct key operator communications to help properly diagnose malfunctions and to communicate progress of repairs
- Maintains technical knowledge by attending educational workshops, reviewing technical publications, and completed all site required computer based training
- Participates in audits, investigations, HAZOPs, PHA's and quality efforts in

Qualifications for machinist

- Gear Hobbing, Shaping, Grinding, Shaving, Honing, CNC Mills, CNC Lathe
- Able to work alone or as part of a team to complete assignments and special projects
- Familiarity with computer software including Microsoft Outlook, Word and Excel
- Position requires standing, lifting, bending and physical exertion throughout shift
- Have a can do attitude, and the desire to learn new things
- Good hydraulic systems understanding and troubleshooting