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| Job Code |  | **EE Type** | Hourly | **FLSA** | Non-Exempt |
| **Location** | AMICO Birmingham | **Department** | Operations |  |  |
| **Reports to**  | Maintenance Manager | **Dotted Line Report** | Engineering |  |  |

**Position Summary**

Use machine tools, such as lathes, milling machines, and grinders to produce and maintain sharpness of manufacturing tooling/blades.

**Primary Accountabilities** (Essential duties)

Read blueprints, sketches, specifications, or CAD/CAM files for making/maintaining metal parts.

Compute and verify dimensions, sizes, shapes, and tolerances of workpieces.

Implements safety controls into equipment and machinery.

Establishes a pattern of continuous improvement and working with accepted quality guidelines to achieve goals

Set up, operate, and disassemble conventional, manual, and CNC tools.

Work closely with engineering department personnel to implement tooling improvement projects.

Take assigned training/classes to build better understanding of the different types of manual, conventional and CNC machines.

Works closely with Engineering to design, fabricate, and build custom machinery apparatus and parts.

File, Grind, and adjust parts so that they fit together properly.

Smooth and polish the surfaces of tools and dies.

**POSITION QUALIFICATIONS** To perform this job successfully, an individual must be able to perform each primary accountability satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Additionally, the physical demands and the work environment typically encountered are listed below. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties.

**Education / Experience** (an equivalent combination of education and/or experience required to successfully complete the primary accountabilities is indicated below)

Minimum 2 years trade school in machining or tool and die preferred.

Minimum of 5 years of related work experience, preferably in a manufacturing/industrial environment.

Knowledge and experience with cutting/forming machinery and mechanical presses.

**Competencies / Technical Skills**

Core Competencies : Fostering Teamwork; Managing Performance; Building Collaborative Relationships; Customer Orientation; Result Orientation; Personal Credibility

Organizational Competencies: Initiative; Developing Others; Influencing Others

Technical Skills: Basic knowledge of Microsoft Office applications required. Ability to interpret and understand manuals, schematic diagrams, and blueprints.

**Licenses / Certifications**

Machinist certification preferred.

**Physical Requirements**

Most of the time spent standing and walking. May be situations which require up to 100 pounds of lifting. Must be able to bend periodically. Must be able to see and hear.

Extreme temperatures from heat to cold will be encountered.

**Work Conditions**

Environment: Plant Travel: 0%

**Employee Acknowledgement**

I have read and understand all of the above. I have reviewed the accountabilities for which I am responsible, as well as the minimum requirements of this position with my Supervisor or Human Resources. I understand that this document does not create an employment contract and that I am employed on an “at will” basis. In addition, I understand that it is my responsibility to regularly review (at least annually) the Accountabilities and Qualifications listed above as they will be utilized, in conjunction with other information, in the determination of salary grades, setting performance objectives, establishing training and development needs as well as other Human Resource activities.

Employee \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_

Supervisor \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_