Job Description

<table>
<thead>
<tr>
<th>Job Title: MACHINE TECHNICIAN</th>
<th>Wage Group: TBD</th>
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<tbody>
<tr>
<td>Job Code/Classification: TBD</td>
<td>Revision Date: 03/02/2021</td>
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**Required Tools**
All Tools supplied by the Company

**Required Safety Equipment & Environmental Health and Safety**
Duties may include all or a portion of, but not limited to, the following:
Industrial foot protection with metatarsal guards
Industrial eye protection with side shields
Hearing protection
Follow prescribed safety standards, rules and regulations including those regarding the usage of PPE, Emergency Plans and EH&S Policy.

**Essential Duties and Responsibilities**

1. Develop CNC programs for production runs
2. Troubleshoot issues during the manufacturing process
3. Prove out 1st piece run on any given machine.
4. Analyze drawings and CAD models to determine sequence of operations, setup requirements, choose cutting tools, machine speeds, and feed rates
5. Maintain tooling and program database
6. Ensure the safe manufacture of quality products that meet company specifications.
7. Initiate Cost reduction projects to meet Machining department goals
8. Train operators on safe and proper operations of CNC machines
9. Select, align, and secure work holding fixtures, cutting tools, attachments, accessories, and materials on Multi-axis Horizontal and Vertical mills
10. Calculate the time required to complete the job.
11. Maintains a professional and personable relationship with employees, customers and vendors being responsive to their needs, as well as the needs of the company.
12. Ability to operate manual mills and lathes.
13. Read and understand blueprints (Metric and Standard).
14. Ability to operate and run CNC Machining equipment as required.
15. Read and understand G and M Code programs.
16. Be able to navigate programs to locate correct starting point(s).
17. Ability to recondition and/or rebuild cutting tools.
18. Ability to assemble new or existing tooling.
19. Ability to identify needs for ordering machine tooling from local or online catalogs.
20. Must have computer skills and working knowledge of Microsoft Office applications.
21. Must be able to operate forklift and other wheeled vehicles as needed.
22. Must be able to work with standard welding equipment.
23. Actively perform work to ensure WCM criteria is met as outlined in the WCM principles.
24. Other duties as assigned.
Job Description

Required Education, Experience, Skills and/or Aptitudes

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions:

- High school diploma or general education degree (GED).
- Degree/Certificate in machine tool technology.
- Completion of a technical or associate degree program a plus
- Must have good attendance record.
- Must be able to comprehend and follow through on verbal and written instructions.
- Must be able to read and comprehend blueprints and drawings.
- Must have working knowledge/tool room experience and/or equivalent machining experience.
- Experience programming 3- and 5-axis CNC mills
- Familiarity with Mastercam and Creo or similar CAD/CAM software
- Basic shop math skills

You will develop new CNC programs for production runs or modify existing programs for different machines. During the manufacturing process, you will perform quality checks with the machine operator to ensure the program is producing parts according to specifications, making manual adjustments if necessary. You will also work with the engineers to look for product modifications that might reduce the amount of material or fabrication time. Although no formal education is required, applicants should be familiar with the computer-aided design programs Mastercam and Creo.
# Job Description

## Position Responsibilities in Relation to World Class Manufacturing (WCM) Principles

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<tr>
<th>Principle</th>
<th>Responsibilities</th>
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<tr>
<td><strong>SAF</strong> - Safety</td>
<td>Follow all compliance measures: Blood borne pathogens, chemical safety, proper lifting, confined space, crane &amp; hoist, C-TPAT, electrical safety, emergency preparedness, ergonomics, fire prevention, personal protective equipment, accident prevention, signs &amp; tags, spill prevention, tool safety, slings &amp; hoist, safety data sheets, machine guarding, lockout tag out, ISO 50001, OSHAS 18001, ISO 14001, hot work, weather stress, hazard communication, fork truck safety. Wear assigned PPE for the job. Perform hoist inspections if applicable in the area.</td>
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<tr>
<td><strong>CD</strong> - Cost Deployment</td>
<td>Document defects in proper system for data collection. Fix defects within workstation when Takt time available. Limit waste for consumables such as gloves, glasses, etc. Look to eliminate NVAA in area.</td>
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<tr>
<td><strong>WO</strong> - Workplace Organization</td>
<td>Actively participate in WO initiatives that reduce losses due to deterioration in workplace (i.e. 5S). Assist in improving individual operations and overall efficiency of the processes.</td>
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<tr>
<td><strong>AM</strong> - Autonomous Maintenance</td>
<td>Participate and support all AM activities to achieve zero breakdown due to lack of basic conditions on equipment. Perform cleaning activities per the area AM schedule. Follow CLIR mapping.</td>
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<td><strong>PM</strong> - Professional Maintenance</td>
<td>Maintain equipment through proper cleaning and inspection and PM schedules. Report any breakdowns to team lead or supervisor and remain on site to provide Maintenance staff with information needed for Emergency Work Orders.</td>
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<tr>
<td><strong>QC</strong> - Quality</td>
<td>Follow all processes and procedures to help achieve zero defects. Understand and participate in all Quality initiatives as needed such as (but not limited to): HERCA/TWTP, Quality Gates and Networks, CQA, First Time Quality (FTQ) In and Out. Use of Alstar, quality networks and MRB tags. Verify assembly results with specified tools, and checks place in the workstation.</td>
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<tr>
<td><strong>LOG</strong> - Logistics</td>
<td>Use material replenishment method properly in workstation or station parts are retrieved from. 2 Bin Kanban, Just in Sequence (JIS), Place For Every Part (PFEP), kitting, etc.</td>
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<tr>
<td><strong>EEM</strong> - Early Equipment Management</td>
<td>Perform inspections on hoists, lift fixtures and slings. Provide any do's and don'ts to be considered in new equipment/machinery purchases of any importance.</td>
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<tr>
<td><strong>EPM</strong> - Early Product Management</td>
<td>Actively participate in new product Workplace Organization, Logistics and Safety improvements required on improved design activities. Complete necessary EPM checklists and EPM Infos, along with regular kaizens and best practices.</td>
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<tr>
<td><strong>PD</strong> - People Development</td>
<td>Submits minimum requirement of suggestions or improvements. Participates in Human Error improvement initiatives. Understand and support key performance indicators for the plant and their area KPI's &amp; KAI's. Complete required training and participate in safety topic and other work discussions.</td>
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<td><strong>ENV</strong> - Environmental</td>
<td>Participate in all recycling activities and offer suggestions for environmental improvements.</td>
</tr>
<tr>
<td><strong>ENG</strong> - Energy</td>
<td>Participate in all energy conservation activities and offer suggestions for conservation of energy.</td>
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Manufacturing job descriptions will be reviewed bi-annually, the process will include the General Area Supervisor and Human Resources (HR) to review job descriptions for accuracy. If they are accurate they will be re-approved, if changes are necessary they will be made by HR.