

# Centerline Machine, LLC

## Job Description – Machinist

**Summary:** Machinist programs, sets up, adjusts, and operates a variety of departmental machinery to include horizontal and vertical mills, lathes, presses, and grinders to manufacture machine parts requiring close tolerances.

**Reports To:** Production Supervisor

### **Essential Duties and Responsibilities:**

Duties and responsibilities are not all-inclusive and may be expanded to include other duties and responsibilities, as management may deem necessary from time to time.

- Read and interpret blueprint specifications and set up sheets to determine procedures and operational sequence.
- Set up, adjust and operate machine tools.
- Perform complex machine set ups and critical operations.
- Position and secure work piece in machine; Position tools in relation to work piece.
- Operate various hand tools, power hand tools, and machine tools to make finish adjustments to products.
- Use a variety of precision measuring devices to set up and adjust work and verify conformance of work to specifications.
- Troubleshoot operating, material and tooling problems.
- Perform general preventive maintenance work on tools and equipment.
- Process all necessary documentation and paperwork for processes completed.
- Follow all clean up and housekeeping procedures.
- Comply with all quality, safety and sanitation regulations.

### **Skills and Specifications:**

- Read and understand documents such as blueprints, operating and maintenance instructions, and procedure manuals
- Write standard documentation
- Communicate effectively with other employees of the organization.
- Team player; must be able to work with other and bring energy every day to the Team Environment.
- Mathematical skill; add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.

- Able to lift 30 pounds repetitively and up to a maximum of 50 pounds
- Supply own Machinist tools as required by the company
- Apply common-sense understanding to carry out instructions furnished in written, oral, or diagram form.

**Education and Qualifications:**

- Requires one to three years of skilled trades training in machine tool operations plus three years related experience.
- Machinist or related Degree preferred.

Kari Cannestra  
Human Resource Manager



***ISO 9001:2008 CERTIFIED QMS***

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