

Job Description

Job Title: **Machinist**

Level: Shop Operations

Reports to: Shop Foreman

Original: May 20, 2019

FLSA Classification (US Only): Non-Exempt

EEOC Classification (US Only): Craft Worker

Last Revision:

Purpose

Intermediate to fully proficient position that fabricates precision parts for equipment working from sketches, drawings, and/or blueprints. Performs a variety of duties, standardized assignments and projects of basic to moderate complexity, using some independent judgment and established procedures and policies.

Duties and Essential Functions

1. Setup and operate a variety of machine tools to machine compressor parts.
2. Calculate dimensions and tolerances with precision measuring instruments (calipers, depth mics, OD mics, ID mics) etc.
3. Machine parts to specifications using machine tools such as manual lathe, manual mill, lapping table, and grinders.
4. Perform disassembly, cleaning, inspection, measuring, reassembly, and testing of valves and packing glands.
5. Work closely and communicate with management, co-workers, and customers to ensure timely and successful completion of jobs.
6. Able to read and understand blueprints and/or drawings.
7. Able to use air tools such as impact gun, cutoff wheels, etc.
8. Need to be very detailed oriented (able to follow processes and procedures)

HSE Essential Functions

1. Recognizes and complies with Health, Safety and Environmental rules and policies that are applicable to each location.
2. Candidate must have excellent safety record, implement company safety program, and positive safety attitude.
3. Participate fully in the Job Safety Analysis (JSA) program.
4. Participate in Behavior-Based Safety programs (BBS).
5. Report all incidents immediately to supervisor.
6. Participate fully in ARKOS's incident reporting and investigation program as well a customer's incident reporting and investigation program
7. Participate fully in site specific Emergency Action Plans.

Job Requirements

Education:

- This position requires a High School diploma or its equivalent preferred.
- Vocational or technical education preferred

Experience:

- Level I: 1-2 years' experience as a machinist in a prototype shop environment

Level II: 3+ years' experience

Level III: 5+ years' experience

Skill Requirements:

- Ability to read, write, speak and understand basic English
- Must have knowledge of required tools and maintenance care
- Customer service oriented
- Working knowledge of relevant HSE procedures and regulations

This position will entail other duties as assigned.

Working Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical Requirements: *The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this job:

- The employee is regularly required to use hands to finger, handle, or feel; reach with hands and arms; talk or hear.
- Specific vision abilities required by this job include close vision depth perception, and ability to focus.
- The employee is occasionally required to sit; climb or balance and stoop, kneel, crouch, or crawl.
- The employee must occasionally lift and/or move up to 50 pounds.
- Specific vision abilities required by this job include close vision, distance vision, peripheral vision and ability to adjust focus tool or equipment manipulation.