

Job Description

Title: Prototype Machinist

Reporting to: Manufacturing Manager, Customs and Specials

FLSA status: Non-Exempt

Rev Date: September 27, 2013

Purpose:

Sets up and operates conventional, special purpose and numerical control (CNC) machines and machining centers to fabricate metallic prototype parts by evaluating machinability, designs and builds special tooling in order to effectively produce parts to specification.

Essential Duties and Responsibilities:

- Follow the instructions on the Process sheet, Drawings and/or Programs.
- Studies blueprints, sketches, drawings, manuals, specifications, or sample part to determine dimensions and tolerances of finished instrument/device, sequence of operations, and setup requirements.
- Manufactures and inspects custom instruments to customer drawing and specifications.
- Records inspected dimensions, completes all documentation of work performed and accurately records time through Visual Labor tickets.
- Selects, aligns, and secures holding fixtures, cutting tools, attachments, accessories, and materials on machines such as mills, lathes, jig borers, grinders, and shapers.
- Calculates and sets controls to regulate machining factors such as speed, feed, coolant flow, and depth and angle of cut, or enters commands to retrieve, input, or edit computerized machine control media.
- Safely starts and operates machine operation to detect malfunctions or out-of-tolerance machining, and adjusts machine controls or control media as required. Verifies conformance of finished instrument/device to specifications.
- Sets up and operates machine on trial run to verify accuracy of machine settings or programmed control data.
- Confers with engineers, technicians, programmers, or others to resolve machining or assembly problems.
- Interface/communicate with Quality, Engineering and other team members as needed.
- Must maintain a clean and efficient work station while maintaining safety standards and production efficiency levels.
- Keep machine tools clean and in good working order.
- May train employees within the department.
- Helps others trouble shoot their work
- Responsible for assuring that assigned activities are performed in accordance with Seabrook Quality System procedures.

Education and Experience:

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- High school diploma or GED required
- Minimum of 7 years related experience

Job Knowledge, Skills and Abilities:

- Strong mechanical and trouble shooting ability
- A possession of practical /technical knowledge required for the job.
- Ability to read and interpret blue prints
- Ability to efficiently produce an adequate volume of work in a specified period of time.
- An ability to perform tasks within a team oriented environment.
- Strong coach, teacher and communicator
- An ability to thoroughly produce tasks with accuracy and neatness.
- A willingness to seek out new assignments and assume additional duties when necessary.
- An ability to be relied upon for task completion and follow-up.
- An ability to perform work with little or no supervision and demonstrate proper judgment and decision making skills when necessary.
- A willingness to be punctual, observes prescribed work periods, and have an acceptable attendance record.
- A willingness to adhere to company safety policies and regulations.
- An ability to cooperate, work and communicate with coworkers, supervisors, subordinates, and/or outside contacts.

Physical Demands:

- Light to moderate physical exertion required
- Lifting/carrying Maximum lbs: 50
- Frequent lbs: 1-10
- Regularly required to stand, reach and move about the facility

THE ABOVE STATEMENTS ARE INTENDED TO DESCRIBE THE GENERAL NATURE AND LEVEL OF THE WORK BEING PERFORMED BY PEOPLE ASSIGNED TO THIS JOB. THIS IS NOT AN EXHAUSTIVE LIST OF ALL DUTIES AND RESPONSIBILITIES ASSOCIATED WITH THIS POSITION.