



Machinist Apprentice

CNC/Manual Lathe and Mill

JOB SUMMARY

This position is responsible for working with the Senior Machinist to assist in production. Machinist Apprentice will be involved with assisting in the production of parts, working on but not limited to CNC and manual mill and lathes, sanders, and presses. Improvement is important to continuing to enhance the quality, processes, material, and methods used in the production process.

MANDATORY FUNCTIONS

- Finish all parts assigned for production in a timely manner.
- Work with Senior Machinist on a daily basis
- Maintain an organized and clean work area every day.
- Maintain all equipment and keep all tools organized in a manner that they are easily accessed.
- Basic knowledge and experience in operating a manual mill and lathe.
- Basic understanding of CNC mill and Lathe
- Keep an accurate count on all raw materials needed to produce machined parts.
- Communicate to Vice President or President for time off request following all guidelines in company handbook.
- Work with all team members in a positive way.
- Always focusing on ways to improve processes and workflow
- Must always have a focus on producing and exceeding requirements in all work produced.
- Improve knowledge of set up, fixture, tooling, production and work flow.
- Work with production to assemble parts
- Always working to improve knowledge of manufacturing processes.

KNOWLEDGE AND TRAINING REQUIREMENTS

- Have good mechanical aptitude and be trainable.
- Apprentice Machinist must be able to work by the mandatory functions above.
- Must be able to learn G code programing.
- Must be able to learn CAD/CAM software
- Be able to check the accuracy of measuring tools and calibrate them if needed.
- Create/maintain accurate set up sheets with helpful notes for repeat jobs.
- Create documentation on machines being operated so that sufficient maintenance can be done on the equipment.
- Must be able to learn manual and CNC lathes, cutting speeds, feeds, processes, work holding and tooling. Ability to sharpen tooling, select inserts and tool care. Perform any maintenance scheduled or required to maintain accuracy and reliability of machine.

OTHER INFORMATION

- This Machinist Apprentice position is expected to be a good steward of Safety, Professionalism, Ethical and Moral behavior.

- Must be able to stand for extended periods of time.
- Must be able to lift heavy loads using proper lifting techniques.
- May be required to work extended hours.
- Performance to match job criteria.

Receipt of Job Description

I, _____, have reviewed this copy of my job description with my supervisor/manager and received a copy of it. I understand this document DOES NOT create an employment contract, either express or implied, between myself and Glass Technology Inc.. I understand my employment is at-will. Either party may terminate the employment relationship at any time with or without cause or prior notice.

In addition, I understand this job description may be amended at any time.

Employee Signature

Date

Manager Signature

Date