



PRECISION ELECTRONIC GLASS
Innovation. Technology. Service.

JOB DESCRIPTION FORM FOR NONEXEMPT EMPLOYEES

Job Title:

Machinist: Production/ Tooling & Fixtures

Purpose/Definition:

Under the supervision of the Principal Engineer is responsible for all aspects of the machine shop function. The Machinist will set up, operate and maintain a variety of manual and automated machine equipment and tools to produce precision parts and instruments. May also fabricate and modify parts to metal properties, layout, and machining procedures. PEG's machinist is a precision instrument creator who fabricates, modifies and/or repairs mechanical instruments.

Examples of Duties and Responsibilities:

- ❖ Set up, adjust, or operate manual and specialized machinery/tools used to perform one or more precision machining operations.
- ❖ Machine parts to specifications, using machine tools, such as lathes, milling machines, shapers, grinders and CNC equipment.
- ❖ Machine or fabricate tools, fixtures, gauges, machine components from detailed engineering drawings.
- ❖ Mount, install, align, and secure tools, attachments, fixtures, and work pieces on machines, using hand tools and precision measuring instruments.
- ❖ Supports engineering department to development, design and implement tools and fixtures.
- ❖ Maintain machines and tooling in proper operational conditions.
- ❖ Operate equipment in a manner to verify operational efficiency.
- ❖ Review program specifications or blueprints to determine and set machine operations and sequencing, finished work piece dimensions, or numerical control sequences

Experience Requirements

- ❖ Minimum 5 years manual machining experience.
- ❖ Some CNC/NC experience.
- ❖ Experience in a glass manufacturing environment helpful.

Educational Requirements

- ❖ High School Diploma or Trade School certificate or Associates degree.
- ❖ Extensive Work experience may substitute educational requirements

Knowledge, Skills, & Abilities Required:

- ❖ Communication skills required include the ability to speak, read, comprehend, and write English and to use graphs, charts and displays effectively.
- ❖ Thinking skills required include thinking critically and acting logically to evaluate situations, solve problems and make decisions using Root Cause Analysis.
- ❖ Mathematics skills are required to understand and solve problems.
- ❖ Ability to use technology, instruments, tools and information systems effectively.
- ❖ Proficient ability in blueprint reading and geometric tolerance calculations.
- ❖ Continuous learning of new methods and idea for performing improved work.
- ❖ A positive attitude towards learning, change, growth and personal health along with initiative, energy and persistence to get the job done.
- ❖ Ability to set goals and priorities and to plan and manage one's time effectively.
- ❖ Ability to identify and suggest new ideas to get the job done creatively is important to success.
- ❖ An understanding of how to and the ability to work within a group and to plan and make decisions with others are important.
- ❖ Ability to exercise "give and take" to achieve group results.
- ❖ Ability and willingness to lead when appropriate.
- ❖ Ability to work in factory, often hot, and Shop environment approximately 50-50..

Working Conditions:

PHYSICAL:

On the job the employee must:

Bend Sit
Squat Stand
Crawl Walk
Climb Push/Pull
Kneel
Handle objects (manual dexterity)
Reach above shoulder level
Use fine finger movements
Other _____

Must carry/lift loads of:

Light (up to 25lbs.)
Moderate (25-50lbs.)
Heavy (over 50lbs.)

ENVIRONMENTAL:

On the job the employee:

Is exposed to excessive noise
Is around moving machinery
Is exposed to marked changes in
temperature and/or humidity
Is exposed to dust, fumes,
gases, and radiation
Drives motorized equipment
Works in confined quarters
Other _____

Special Conditions of Employment:

Licenses
Travel
Other _____

Disclaimer:

The above statements are intended to describe the general nature and level of the work being performed by people assigned to this work. This is not an exhaustive list of all the duties and responsibilities associated with it. Precision Electronic Glass reserves the right to amend and change responsibilities to meet business and organizational needs.

CERTIFICATE OF EMPLOYEE: I certify that the foregoing information is correct and complete and describes my job, as I understand it.

Employee's Signature: _____ **Date:** _____

Approved By:

Supervisor's Signature: _____ **Date:** _____

Management Approval:
_____ **Date:** _____

Corporate Officer's Signature: _____ **Date:** _____