



Job Description: Machine Shop Helper

Classification

Nonexempt

Salary Range

As posted

Reports to

Shop Manager

JOB DESCRIPTION

Summary

Under the supervision of the Shop Manager, this position operates various machine shop equipment including both CNC and manual Mills and Routers, Lasers, Vacuum Formers, various saws, cutters, and presses, and other shop equipment and tools. This position may also fabricate and bond parts, and perform part finishing, cleaning, and deburring as well as other production activities, including but not limited to cleaning and maintaining equipment as well as the shop floor.

This position may also be required to perform the functions of the Materials Handler job description as needed.

Essential Functions

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Performs typical machine shop operations to support the production and fabrication of plastic parts.
2. Tends one or more machine tools, special-purpose machines, or industrial equipment to machine and fabricate plastic workpieces to specifications on a production basis.
3. Detects and reports defective materials or questionable conditions to the department supervisor.
4. Maintains the work area and equipment in a clean orderly condition and follows prescribed safety regulations.
5. Performs prescribed preventative maintenance on machines as required.
6. Must be able to perform but not limited to the following tasks: milling, turning, drilling, tapping, deburring, forming and all bench operations.
7. Must be familiar with the basic machine functions in order to perform the tasks stated above.
8. Flame polish, shape, bend, bond and otherwise process plastic parts, using hand tools and power tools.
9. Use solvents for cleaning and bonding plastic parts in a safe manner.
10. Must be willing to accept and receive supervision and assistance with regard to machine set-up.
11. Must be able to operate with minimal supervision once trained by following work instructions and Standard Operating Procedures.

12. Wear proper safety equipment and comply with company safety rules at all times.
13. Make a positive contribution to maintaining a workplace that is healthy, safe, neat and tidy.

Competencies

1. Initiative.
2. Thoroughness.
3. Manufacturing mindset of urgency and quality.
4. Time Management.
5. Communication Proficiency.
6. Ability to use hand tools.
7. Flexibility, dependability, and attention to detail.

Supervisory Responsibility

This position has no supervisory responsibilities.

Work Environment

While performing the duties of this job, the employee may be exposed to fumes, vapors, or airborne particles, moving mechanical parts and vibration. The noise level in the work environment can be loud.

Physical Demands

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.

While performing the duties of this job, the employee is occasionally required to sit; climb or balance; and stoop, kneel, crouch or crawl. The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

Position Type and Expected Hours of Work

Days and hours of work depend on part-time or full-time status, but are generally Monday through Friday during business hours of 7:00am-3:30pm.

Travel

No travel is expected for this position.

Required Education and Experience

1. High school diploma or GED, or equivalent years of experience.
2. One year of related shop experience.
3. Training in general safety awareness and practices.
4. Ability to use/read tape measures. Working knowledge of using calipers & micrometers a plus.
5. Ability to read and write English, comprehend and follow verbal and written instructions.
6. Simple shop math.

Preferred Education and Experience

1. Two or more year of related shop experience, preferably in a plastic fabrication environment.
2. Ability to read and interpret blueprints.
3. Experience with 2D/3D CAM/CAD software a plus.

4. Experience using Manufacturing software for scheduling, routing and processing functions.
5. Quality system awareness.
6. Proficient using a PC in a Windows environment
7. Some experience with Microsoft Outlook, Word & Excel, and label printing software.

Additional Eligibility Qualifications

None required for this position.

Other Duties

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.