



KOLBERG-PIONEER, INC.
Position Description

POSITION: MACHINIST (including Apprenticeships)
DEPARTMENT: MACHINE SHOP
LABOR STATUS: FULL-TIME / HOURLY / DIRECT, WG-3, 4, 5, OR 5M
REPORT TO: DEPARTMENT SUPERVISOR
REVISED: MAY 12, 2016

Basic Function

Work is performed under the supervision of the Machine Shop Department Supervisor and in cooperation with the Department Leader.

Primary Duties and Responsibilities

1. Set up and operate Machine Shop machines to close tolerances.
 2. Determine feed, speed, tooling, and operating sequences as prescribed in drawings, layout, or other specifications.
 3. Perform a series of progressive machining operations for diversified machining tasks to close and exacting tolerances, and finish specifications, requiring skill and a broad knowledge of machining techniques, blueprint reading, shop mathematics, and basic machine shop skills.
 4. This position involves, but is not limited to, the operation of the following machines:
Manual Lathes, Saws, Small and Large Drill, Broach, Threading Machine, CNC Machining Centers, Horizontal, and Vertical Lathes.
 5. Performs, or assists, in the some general maintenance of machines as directed and maintains area in accordance with Department housekeeping standards.
 6. Uses a computer mouse to access and open/close computer documents.
- All duties are performed in compliance with Company policies relating to safety and housekeeping.

Essential Functions

1. Ability to use general machining tools and equipment.
2. Ability to work in conditions associated with a medium to heavy industrial machine shop.
3. Ability to setup, check or monitor work, and remove parts being machined.
4. Ability to push/pull minimum required to secure parts in jig, etc.
5. Primary work assignment will require employees to be able to frequently push/pull/lift up to 45 pounds. Employees may occasionally push/pull/lift greater than 45 pounds if they are physically able to safely do it. Employees are encouraged to use caution at all times when pushing/pulling/lifting. Please consider the size, shape, weight of the object to be pushed/pulled/lifted, the path and the distance you must travel along with your own physical ability. If necessary, please seek assistance with pushing/pulling/lifting tasks. Employees should never lift more than they are physically able to do.

(continued)

Position Description for **MACHINIST**, cont.

6. Ability to read and interpret necessary information and instructions or specifications required to machine parts.

Education and Experience

1. Ability to use general machining tools and equipment.
2. Ability to work in conditions associated with a medium to heavy industrial machine shop.
3. Ability to setup, check or monitor work, and remove parts being machined.
4. Ability to push/pull minimum required to secure parts in jig, etc.

Essential Qualifications

1. One- or two-year associate's degree in machine tool technology and/or 2 or more years of manual or CNC lathe or mill machining experience required. Apprenticeship candidates will be considered on personal characteristics and work history.
2. Provides personal machining tools, or is willing to purchase required tools from the Company with payroll deductions.
3. Computer experience desired, particularly the ability to use a mouse, and locate and open/close files.
4. Perform work standing on concrete up to 12 hours per day, and up to 6 days per week.
5. Flexibility to work additional hours beyond core work schedule when needed.
6. Must be dependable, dedicated to getting the job done correctly, and use time wisely.
7. Ability to read and comprehend a tape measure. Ability to add, subtract, multiply, and divide whole numbers, common fractions, and decimals.
8. Ability to understand welding symbols and diagrams, read blueprints, and/or other printed instructional material in the welding of products or parts.
9. Adept at problem-solving. Adaptable to new situations and challenges. Open to changes and new ideas.
10. Ability to satisfactorily work alone, and willingness to work with others in a team environment, with reasonable instructions, training, and supervision. Can handle the stress that accompanies deadlines.
11. Ability to communicate, express needs, and ask questions.
12. Ability to apply commonsense understanding to carry out detailed and uninvolved written or oral instructions.
13. Ability to work in various physical positions including standing, kneeling, squatting, bending, and reaching (temporary variances may be accommodated based on employee's primary assignment).
14. Perform work in heavy industrial setting with exposure to heat, cold, and humidity, industrial odors, fumes, gasses, chemicals, oil, grease, smoke, dust, noise, and vibration, and could involve climbing ladders and stairs, using pneumatic tools, working in cramped quarters, and working with moving machinery.
15. Ability to use a variety of hand tools and devices, including a welding gun, air tools, grinders, and paint guns.
16. Ability to wear the Personal Protective Equipment (PPE) required for this position, including hearing protection, safety glasses, safety boots with metatarsal guards, face shield, welding helmet, welding gloves, welding sleeves/jacket (leather or cloth), and welding apron/chaps. A respirator may also be required.
17. Perform work in heavy industrial setting with exposure to heat, cold, and humidity, industrial odors, fumes, gasses, chemicals, oil, grease, smoke, dust, noise, and vibration, and could involve using pneumatic tools, working in cramped quarters, and working with moving machinery. Must be able to climb onto plant or equipment to perform work, and climb and work off of ladders and work platforms.

(continued)

Position Description for **MACHINIST**, cont.

18. Ability to wear the Personal Protective Equipment (PPE) required for this position, including hearing protection, safety glasses, goggles, safety boots with metatarsal guards, face shield, chemical gloves, disposable Tyvek suit, and head stocking. A respirator is also required.

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. 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 talk and hear. The employee frequently is required to communicate and exchange accurate information. The employee frequently is required to walk; stand; sit; use foot/feet; use hand/foot controls; use both hands to finger, handle, feel, grip, or drive; use fine finger ability; use wrist motion; reach above/below shoulders; carry with hands and arms; step up/down, climb or balance; and bend/stoop, twist, squat/crouch, kneel, or crawl. Specific vision abilities include close vision, distant vision, color vision, peripheral vision, depth perception, ability to adjust focus, and hand-eye coordination.

Primary work assignment will require employees to frequently push/pull/lift from the floor to the table, and lift from table to shoulder level, up to 45 pounds. Employees may occasionally push/pull/lift below or above shoulder level greater than 45 pounds if they are physically able to safely do it. Employees are encouraged to use caution at all times when pushing/pulling/lifting. Please consider the size, shape, weight of the object to be pushed/pulled/lifted, the path and the distance you must travel along with your own physical ability. If necessary, please seek assistance with pushing/pulling/lifting tasks. Employees should never lift more than they are physically able to handle safely.

Machinist Apprenticeship: Candidate must successfully complete a CNC Operator Basics Course and KPI CNC Machinist Training Program before eligibility for a WG-4, 5, or 5M Machinist position will be considered. Candidate will begin training program at WG-3 or WG-4 pay level, depending upon education and experience.

Wage Group 4: Capable of reading all basic machinist tools and blueprints. Must be capable of set-up and operation of all manual machines, plus some training on WG-5 machines is required. A degree from a technical college or equivalent experience preferred.

Wage Group 5: All of the duties in WG-4 plus must be capable of set-up and operation of CNC equipment.

Wage Group 5M: All of the duties in WG-4 and WG-5 plus capable of machining complex parts and holding tolerances within (+ -) 0.001, with a minimum of operating two or more CNC machines.

This description is intended as a guide only. The listed duties may be changed at the discretion of the incumbent's supervisor.