

Job Title: Machine Operator-Drill Press
Department: Machine Shop
Wage Classification: Hourly
Grade Level: 3

Revised Date: 10/14/2021

JOB SUMMARY

Set up and operate single and multi-spindle drill presses to drill and tap a variety of metal and plastic workpieces. Operate various other machines once set up.

GENERAL EMPLOYMENT REQUIREMENTS

- High school diploma or GED
- Negative drug screen
- Able to work cooperatively with co-workers
- Adherence to personal protection requirements (safety glasses, etc.)
- Adherence to company general policies and quality procedures.
- Receive and follow work instructions from Lead Person or Supervisor
- Excellent communication skills and possess a high-level accuracy in all work and error free work.
- Highly dependable, motivated, and self-driven with excellent attendance.

SPECIFIC JOB FUNCTIONS

Following are some of the principal job functions, however, other duties and activities may be required in performance of this job:

- Working from part print or process sheet, determine drill press to use, select drills and taps, determine and adjust spindle speed, feed rate, depth of cut, work holding jig or fixture and set machine up accordingly.
- Lift work piece manually and position and secure it on machine table in drilling jig or holding fixture.
- Move machine controls to feed tools into workpiece and engage automatic feed.
- Observe machine operation, and verify conformance of drilled workpiece to specifications, using fixed gauges, calipers, and micrometers.
- Change worn cutting tools, using wrenches.
- Move controls to adjust cutting speeds, feed rates, and depth of cut.
- May sharpen cutting tools, using bench grinder.
- May perform minor assembly, such as fastening parts with nuts, bolts, and screws, using power tools and hand tools.

- Operate punch press, lathe, mill, cutoff, once set up and signed off by others.
- Help other machinist prepare for next setup (pull material, pull gages, prints, fixtures).
- Perform Operator duties at various assigned work centers in support of production goals.
- Perform standardized daily clean up in support of 5S and other Lean initiatives.
- Help with daily maintenance of the department.

PHYSICAL REQUIREMENTS:

- While performing duties of this job, the employee will regularly; sit, stand, walk, reach, bend, twist and occasionally will be required to, kneel, lift, or move objects of 50 pounds or less with or without assistance.
- Healthy wrist-arm motion – repetitive motion of arms and shoulders
- Ability to work with coolants, oils, and raw materials (various metals) without allergic reactions.
- Ability to read and interpret parts prints and process sheets
- Flexibility to work at various machine stations as production mix changes.
- Most machine jobs are standing jobs.
- Vision, with or without correction, must be adequate to perform the required job functions.

WORK ENVIRONMENT

The employee is occasionally exposed to a variety of extreme conditions. The noise level in the work environment can be loud.