***REPORTING RELATIONSHIP & FUNCTIONAL ROLE***

This person reports directly to the Production Manager. The Service Center Machinist position has three levels; each with slightly different requirements in education and/or experience.

***REQUIREMENTS & CONDITIONS***

* ***Education:*** High school diploma or equivalent; higher level of educations preferred.
* ***Experience:*** There are three levels of a Service Center Machinist, each building on the other as follows:
	+ The Apprentice requires 0-3 years of experience and education.
	+ The uncertified Service Center Machinist has 3-8 years of experience and does not have any specialized hydraulic certification.
	+ The Senior Service Center Machinist has 8+ years experienced and has an AAS in Machining Technology/ or other certified schooling.
* ***Skills, Knowledge, Abilities:*** Proficient in Microsoft Word, Outlook, and Excel; strong knowledge of drawings and machinist handbook; proven ability to work well with others, especially under stressful situations.
* ***Character Traits:***
	+ Team oriented and spirited
	+ Dependable
	+ Integrity
	+ Strong interpersonal and communication skills (both written and oral)
	+ Organized
	+ Able to handle multiple assignments with strict deadlines
* ***Physical Requirements:*** Standing, sitting, climbing, walking, crouching, stooping, twisting, and bending.
* ***Working Conditions/Environment:*** Shop conditions (no central heat or air condition); some outdoor work required; uniforms supplied.

***RESPONSIBILITIES AND JOB DUTIES***

***Responsibilities:***

* Cut material to be machined.
* Reading drawing prints.
* Machine parts on lathe and milling machine to specifications.
* Perform quality control on other machined parts.

***Duties:***

* Conduct and assist with maintenance inspections of building and equipment and make necessary repairs.
* Assist/perform evaluations and/or repairs based on their area of expertise; per the job traveler, procedures, drawings, and verbal instructions.

***Administrative/General:***

* Assist in the development, review, and maintenance of processes, procedures, and guidelines.
* Assist in special projects as assigned by the Production Manager.
* Subject to other duties and/or projects as assigned by CFI Management.

Reviewed and Accepted by:

Employee: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Manager: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_