AUBURN
Human Resources

# Machinist I

Job Description

## JOB INFORMATION

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|---|---|
| Job Code | AD84 |
| Job Description Title | Machinist I |
| Pay Grade | ST12 |
| Range Minimum | $43,740 |
| 33rd % | $51,030 |
| Range Midpoint | $54,670 |
| 67th % | $58,320 |
| Range Maximum | $65,610 |
| Exemption Status | Non-Exempt |
| Approved Date: | 1/1/1900 12:00:00 AM |

## JOB FAMILY AND FUNCTION

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|---|---|
| Job Family: | Production & Skilled Trades |
| Job Function: | Construction |

## JOB SUMMARY

Under limited supervision, sets up and operates a variety of machines, and equipment. This combines elements of mechanical design, technical drawings, mathematics, and computer aided machining (CAM).

## RESPONSIBILITIES

- Conducts basic manual machining operations (turning, milling, drilling, sawing, grinding, etc), manual metrology, industrial housekeeping, and basic CNC milling and turning operations while observing the use of Geometric Dimensioning and Tolerancing as required by the end user.
- Operates basic Computerized Numerical Controls using basic G Code functions (e.g. F, S, G and M). Manually sets up coordinate systems and parts or tools offsets in preparation of machining operations.
- Safely operates manual metrology tools such as surface plates, gauge blocks, calipers and micrometers and microscopes.
- Utilizes drawing software (e.g. Fusion 360, Solidworks, etc) to communicate engineering designs and needs.
- Reads detailed engineering drawings.
- Routinely uses 3 axis CAM software such as MasterCAM, Fusion 360 or AutoCAD POWERMILL.
- Complies with the principles and legal requirements for OSHA Machining Safety, Safety Data Sheets, Lock Out Tag Out (LOTO), and Electrical Safety.
- Supervises safety of undergraduate and graduate students on the production/shop floor.

The responsibilities listed above show the typical duties for jobs in this classification. Actual tasks may differ depending on the department's needs. Other similar duties may be assigned with discretion of the supervisor. Not every duty will apply to every position, and the amount of time spent on each task can change based on department needs.

## SUPERVISORY RESPONSIBILITIES

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|---|---|
| Supervisory Responsibility | May be responsible for training, assisting or assigning tasks to others. May provide input to performance reviews of other employees. |

## MINIMUM QUALIFICATIONS

**To be eligible, an individual must meet all minimum requirements which are representative of the knowledge, skills, and abilities typically expected to be successful in the role. For education and experience, minimum requirements are listed on the top row below. If substitutions are available, they will be listed on subsequent rows and may only to be utilized when the candidate does not meet the minimum requirements.**

## MINIMUM EDUCATION & EXPERIENCE

| Education Level | Focus of Education | | Years of Experience | Focus of Experience | |
|---|---|---|---|---|---|
| Associate's Degree | A.S in Advanced Manufacturing, Machining or Computer Numerical Control (CNC) Machining. | | 0 years of | Advanced Manufacturing, Machining or Computer Numerical Control (CNC) Machining. | |

## MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

| | |
|---|---|
| Knowledge of basic machining concepts | |

## MINIMUM LICENSES & CERTIFICATIONS

| Licenses/Certifications | Licenses/Certification Details | Time Frame | Required/ Desired | |
|---|---|---|---|---|
| | NIMS Certification in Milling 1 | within 1 Year | Required | |
| | NIMS Certification in Turning 1 | within 1 Year | Required | |
| | CAD Certification | | Desired | |
| | Must be eligible to obtain a security clearance. | | | |

## PHYSICAL DEMANDS & WORKING CONDITIONS

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|---|---|
| Physical Demands Category: | Labor & Trades |

## PHYSICAL DEMANDS

| Physical Demand | Never | Rarely | Occasionally | Frequently | Constantly | Weight |
|---|---|---|---|---|---|---|
| Standing | | | | | X | |
| Walking | | | | | X | |
| Sitting | | X | | | | |
| Lifting | | | | X | | |
| Climbing | | | X | | | |
| Stooping/ Kneeling/ Crouching | | | | X | | |
| Reaching | | | | X | | |
| Talking | | | | | X | |
| Hearing | | | | | X | |
| Repetitive Motions | | | | | X | |
| Eye/Hand/Foot Coordination | | | | | X | |

## WORKING ENVIRONMENT

| Working Condition | Never | Rarely | Occasionally | Frequently | Constantly |
|---|---|---|---|---|---|
| Extreme temperatures | | | | X | |
| Hazards | | | | | X |
| Wet and/or humid | | | X | | |
| Noise | | | | | X |
| Chemical | | | X | | |

## WORKING ENVIRONMENT

| Working Condition | Never | Rarely | Occasionally | Frequently | Constantly |
|---|---|---|---|---|---|
| Dusts | | | X | | |
| Poor ventilation | | | X | | |

**Vision Requirements:**

Ability to see information in print and/or electronically and distinguish colors.

**Additional Special Requirements:**

Routine deadlines; usually sufficient lead time; variance in work volume seasonal and predictable; priorities can be anticipated; some interruptions are present; involves occasional exposure to demands and pressures from persons other than immediate supervisor.