

Job Description			
Job Title	Machinist		
Department	Operations	Division	Global Group – GSS
Last Update	March 2, 2016	Work Location	Houston, TX

Health, Safety, Security and Environment

Every individual has a duty to themselves and to those around them to be aware of and work to eliminate hazards in the work place that could cause injury, illness, property damage or harm to the environment.

Job Summary

Operates assigned machines and equipment to machine, cut, and thread pipe, fitting, flanges, and piping components in carbon and various grades of stainless steels.

Essential Responsibilities and % of time spent (list key / essential job responsibilities)

Reads work orders, blueprints and other work instructions to determine machining to be done, dimensional specifications, set-up, material and operating requirements. Gathers tooling and fixtures required and ensures that tools are sharpened and measuring devices are calibrated prior to set-up. Sets-up machines using prescribed set-up detail and operating procedures. (~10%)

Operates a variety of manual lathes and cutting and threading equipment and related fixtures in accordance with established procedures and specifications. Observes machine operations, recognizes problems and acts as required according to procedures. Uses measuring devices to verify that specifications, machining tolerances and quality standards are met. Reports dimensions that are out of tolerance and adjusts machine and/or re-work if possible. (~60%)

Enters production and labor information into system(s) and/or prepares necessary documentation including SPC (Statistical Process Control) charts as needed, in a timely and accurate manner. (~10%)

Cleans equipment and tooling. Learns to maintain and sharpen tooling if required. Performs preventative maintenance on equipment. Promptly reports any operational problems with machines or tooling to supervisor. Practices good housekeeping in assigned area and properly disposes of waste according to safety and environmental policies. (~20%)

Other Responsibilities

May perform additional operations on product such as cleaning, deburring, sanding, polishing, drying, heating, etc. as required.

Performs other duties as assigned.

Supervisory Responsibility

No direct reports, but frequently serves as a resource to others.

Financial Responsibility

n/a

Job Description

Minimum Qualifications

Education and Knowledge

Must have the ability to read, write and comprehend English (work orders, blueprints, safety & operational instructions). Must understand basic math, geometry and trigonometry skills with the ability to understand and calculate angles, diameter, circumference and radius.

Knowledge of machine shop theory and procedures, shop mathematics, machinability of materials and layout techniques.

Familiarity with carbon and stainless steel pipe, valves, flanges, and fittings.

Experience

Typically has at least two years' experience with similar machines. More important than time on job, must have mastered the ability to operate assigned machines, consistently meeting or exceeding production, quality and safety goals.

Skills & Abilities

Proficiency with horizontal and vertical lathes, band saws, threading machines, hand tools and air tools.

Proficiency with measuring devices such as tapes, rulers, micrometers and calipers, ring and plug gages, radiation meter, ultrasonic thickness meter, XRF analyzer, camera, etc.

Ability to comprehend technical drawings, tooling and machining process procedures.

Ability to use material handling equipment.

Must be able to recognize tooling and fixtures needed for operation.

Ability to interact with co-workers in a professional manner.

Ability to work in a fast paced environment with a very high level of accuracy.

Ability to quickly become proficient with EPICOR and other software used in the department.

Communication & Interpersonal Skills

Strong verbal and interpersonal skills.

Work Environment and Physical Demands

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

Spends majority of time in machine shop / warehouse environments. Exposed to possible shop hazards including: Heavy machinery, fumes, dust, heat and high Pressure.

While performing the duties of this job is regularly required to stand, walk, bend, twist, stoop, reach above shoulder level on a frequent basis, kneel, talk and hear. Must lift at least 50lbs. frequently. Specific vision abilities required include close vision, distance vision, color vision, and ability to adjust focus.

Approved By/Title:	Senior Operations Manager
Date Approved:	March 2, 2016

The Company has reviewed this job description to ensure that essential functions and basic duties have been included. It is intended to provide guidelines for job expectations and the employee's ability to perform the position described. It is not intended to be construed as an exhaustive list of all functions, responsibilities, skills and abilities.

Additional functions and requirements may be assigned by supervisors as deemed appropriate.

This document does not represent a contract of employment, and the Company reserves the right to change this job description and/or assign tasks for the employee to perform, as the Company may deem appropriate.