



Position: Precision Machinist 2nd Shift

GENERAL INFORMATION

Reports to:

Department
Manufacturing

Division

Work Location
Bridgeport, MI

Posting Date

GENERAL SUMMARY

This position is accountable for the set-up and operation of production equipment to cost effectively produce a high-quality product on a timely basis that meets customer requirements.

PRINCIPLE DUTIES AND RESPONSIBILITIES (ESSENTIAL FUNCTIONS)

1. Set-up and operate production equipment to produce product that meets internal and external customer demands.
2. Maintain a positive work atmosphere by behaving and communicating in a manner that interfaces well with customers, clients, co-workers, and management members.
3. Continually monitor manufacturing methods, processes and procedures to ensure department and business goals are met while maintaining or improving cost competitiveness, which includes identifying, recommending, and implementing necessary improvements.
4. Follow and continually monitor established safety procedures to assure a clean and safe work environment is promoted and maintained.
5. Provide quality in all goods and services delivered to internal and external customers through an approach of thorough planning, responsible implementation, and continuous improvement.

JOB SPECIFICATIONS

1. Minimum of a High School Degree.
2. Ability to read blueprints.
3. Strong Mechanical Aptitude.
4. Preferred 2 year's previous experience.
5. Good verbal and written communication skills.
6. Ability to differentiate between alpha-numeric characters.
7. Must have a good verbal and written understanding of the English language.
8. Ability to accurately inspect finished parts using calipers, micrometers, and other gauges, measuring threads, O.D., I.D., lengths or depths within predefined accuracy ranges.
9. Ability to use math, for general work (add, subtract, multiply and divide).
10. Ability to effectively communicate, train and support one another and the business.
11. Ability to repetitively (using safe manual lifting procedures) lift 50 lbs of material from the ground up to waist-high levels and load onto machinery, and be able to perform repetitive motion tasks.
12. Must have manual dexterity and vision necessary to operate required tools and machines safely.

WORKING CONDITIONS

Normal manufacturing environment in closed facility. Personal protection equipment recommended and/or required depending on working area (safety glasses w/side shields, etc.).

DISCLAIMER

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

QUALITY

Quality encompasses all aspects of GLE's business, and every employee shares the responsibility to prevent the occurrence of any nonconformity relating to product, process and the quality system. All employees have an obligation to identify and record any such nonconformity, and, through designated channels, initiate and recommend solutions.

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