

SUN-STAR ELECTRIC, INC.  
JOB DESCRIPTION

Job Title: MACHINIST - TRAINEE  
Department: Production/Repair  
 Exempt  Non-Exempt  
Job Reports To: Machine Shop Supervisor

**Job Summary:**

The Machinist trainee will perform operations to support the machine shop under direct of the supervisor or assigned trainer. The Trainee will learn to: set up and operate a variety of machine tools to produce precision parts and instruments and also to fabricate and modify parts to make or repair machine tools or maintain industrial machines, applying knowledge of mechanics, mathematics, metal properties, layout, and machining procedures.

**Essential Duties and Responsibilities:**

Typical tasks performed include a combination of the following:

- Sets up production machines following prints and specifications. Assigned machines may include lathes, grinders, mills, and similar equipment.
- Chooses, aligns, and securely attaches holding fixtures, cutting tools, attachments, accessories, and other materials on machines.
- Applies knowledge of mathematics and instruments to calculate dimensions and tolerances.
- Identifies malfunctions or out-of-tolerance machining; adjusts controls of machine to correct errors.
- Inspects and measures completed production units to identify defects caused by machine setup.
- Detects and reports defective materials or questionable conditions to the department supervisor.
- Maintains the work area and equipment in a clean orderly condition and follows prescribed safety regulations.
- Performs prescribed limited maintenance on machines as required.
- Must be able to perform but not limited to the following tasks: milling, turning, drilling, tapping, boring, deburring, molding and all bench operations and inspect.
- Must be familiar with the basic machine functions in order to perform the tasks stated above.
- Must be willing to accept and receive frequent supervision and assistance with regard to machine set-up.
- Performs other related duties as assigned.

**Minimum Requirements:**

- High school diploma or equivalent required.

- Associate degree in Manufacturing/Technical Programming; OR completion of a full apprenticeship program; OR successful completion of suitable company training required.
- Experience: None
- Special Skills: Computer literacy

**Essential Mental Functions:**

- Ability to interpret and translate engineering designs and documentation.
- Thorough understanding of or the ability to quickly learn production equipment.
- Strong analytical and problem-solving skills.
- Must have a good command of the English language, both written and spoken.
- Must be able to read and interpret drawings, follow routers, use simple math, and use basic handheld measuring tools.

**Essential Physical Functions:**

- Physical ability to operate and repair machines.
- Prolonged periods of standing, walking, bending, and stretching.
- See attached Physical Job Requirements and Working Conditions

**Equipment Used:**

Precision measuring tools, OD & ID micrometers, venier calipers, dial calipers, dial indicators, digital calipers, lathe, mill, grinder, etc.

**Additional Comments:**

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form.

Will be required to perform other duties as requested, directed or assigned.

Approved By: \_\_\_\_\_ Date: \_\_\_\_\_

Employee signature below constitutes employee's understanding of the requirements, essential functions, and duties of the position.

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

*Note: Nothing in this job description restricts management's rights to assign or reassign duties and responsibilities to this job at any time.*

PHYSICAL REQUIREMENTS

JOB TITLE: MACHINIST - Trainee

In a normal workday, the employee may:

ACTIVITY	0%	1-3 HRS / 1-33%	3-5HRS / 34-66%	6-10HRS / 67-100%	
STAND/WALK				X	
SIT	X				
DRIVE	X				
USE OF HANDS:				X	
*SIMPLE GRASPING				X	
*FIRM GRASPING				X	
*FINE MANIPULATING		X			
BEND			X		
SQUAT			X		
CLIMB			X		
TWIST BODY				X	
PUSH			X		
PULL			X		
BALANCE				X	
KNEEL		X			
CRAWL	X				
GRASP				X	
REACH				X	
LIFT:				X	
*MINIMUM				1LB	
*MAXIMUM		50LB			
STRESS LEVEL			X		