

COMPANY NAME

Job Description Form Sample

YOUR LOGO
HERE

Division/Department	
Location	
Job Title	
Reports to	<i>Title</i>

Level/Grade	Type of position:	Hours_____ / week
	<input type="checkbox"/> Full-time	<input type="checkbox"/> Exempt
	<input type="checkbox"/> Part-time	<input type="checkbox"/> Nonexempt
	<input type="checkbox"/> Contractor	
	<input type="checkbox"/> Intern	

GENERAL DESCRIPTION

Operates spindle turner in fabrication shop. Responsible for reading specifications in work order. Measures tolerances on job during production, upon completion, and before passing spindle to polishing booth. Maintains and performs daily and scheduled maintenance on MKII 3500 steam lath. Completes daily stock usage reports and submits weekly projected restocking request. Notifies supervisor of back orders over two weeks old.

WORK EXPERIENCE REQUIREMENTS

- Two or more years experience with computer numerical controlled machining
- Experience with ISO9001 requirements.

EDUCATION REQUIREMENTS

- High school diploma or GED
- Machinist certificate

REVIEWED BY	<i>Title</i>
APPROVED BY	<i>Title</i>
DATE POSTED	
DATE HIRED	