



BRIDGEPORT/MACHINIST

Job Title: Bridgeport/Machinist

Department: Machine Shop

Reports To: Machine Shop Coordinator

FLSA Status: Non-Exempt

SUMMARY

The Bridgeport/Machinist at Test Products will be responsible for setting up and operating manual Bridgeport machines to manufacture parts. Studies part drawings to determine tooling needs and machining sequence. Verifies and documents product conformance to specification per process. Bridgeport Operators maintain a safe, organized, and clean work environment.

POSITION TYPE/EXPECTED HOURS OF WORK

This is a full-time position. Standard flex days are Monday through Friday, 6:00 a.m. to 4:30 p.m. However, the Bridgeport/Machinist is expected to dedicate the time required to meet the company's strategic plan.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

- Performs all assigned machine shop operations.
- Detects and reports defective materials or questionable conditions to management or designee.
- Maintains the work area and equipment in a clean, orderly condition and follows prescribed safety procedures.
- Regularly performs milling, turning, drilling, and tapping tasks.
- Performs inspection of machined products, and documents results.
- Completes and maintains paperwork for parts.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Communication proficiency
- Mathematical skills
- Mechanical capacity
- Technical capacity
- Time management



REQUIRED EDUCATION AND EXPERIENCE

- High school diploma or graduation from a certified technical school preferred
- Proven experience as a Bridgeport/Machinist (2+ YEARS)
- Understanding of production procedures
- Physical stamina and strength
- May be required to lift parts weighing up to 50 pounds

LANGUAGE SKILLS

Effective ability to communicate orally and in written form effectively with management, and other team members as needed.

REASONING ABILITY

Demonstrate the ability to anticipate and solve technical problems and resolve issues. Good problem solving and troubleshooting skills are essential for this position.

PHYSICAL DEMANDS/ WORK ENVIRONMENT

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Individuals may need to sit or stand as needed. May require walking primarily on a level surface for periodic periods throughout the day. Reaching above shoulder heights, below the waist or lifting as required to file documents, up to 50 lbs., or store materials throughout the workday.

The performance of this position may require exposure to the manufacturing areas where under certain areas require the use of personal protective equipment such as safety glasses with side shields and hearing protection. Primary environment: ambient room temperatures, lighting and traditional office equipment as found in a typical office environment.

Printed Name

Date

Signature