# Company Name



### Job Description Form

| Division/Department |  |
| --- | --- |
| Location |  |
| Job Title |  |
| Reports to |  | Title |  |
|  |
| Level/Grade |  | Type of position:[ ]  Full-time[ ]  Part-time[ ]  Contractor[ ]  Intern | Hours\_\_\_\_\_\_\_\_ / week[ ]  Exempt[ ]  Nonexempt |
|  |
| 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 |  | Title |  |
| Approved by |  | Title |  |
| Date Posted |  |
| Date Hired |  |

<http://www.mswordtemplates.org/>