
Auburn University Job Description

Job Title: **Machinist I**

Grade ST12 \$38,200 - \$57,300

Job Code: **AD84**

FLSA status: Non-exempt

Job Family: Facilities, Maintenance, & Operations

Job Function:

Job Summary

Under limited supervision, sets up and operates a variety of machines, and equipment. This combines elements of mechanical design, technical drawings, mathematics, and computer aided machining (CAM).

Essential Functions

1. Conducts basic manual machining operations (turning, milling, drilling, sawing, grinding, etc), manual metrology, industrial housekeeping, and basic CNC milling and turning operations while observing the use of Geometric Dimensioning and Tolerancing as required by the end user.
2. Operates basic Computerized Numerical Controls using basic G Code functions (e.g. F, S, G and M). Manually sets up coordinate systems and parts or tools offsets in preparation of machining operations.
3. Safely operates manual metrology tools such as surface plates, gauge blocks, calipers and micrometers and microscopes.
4. Utilizes drawing software (e.g. Fusion 360, Solidworks, etc) to communicate engineering designs and needs.
5. Reads detailed engineering drawings.
6. Routinely uses 3 axis CAM software such as MasterCAM, Fusion 360 or AutoCAD POWERMILL.
7. Complies with the principles and legal requirements for OSHA Machining Safety, Safety Data Sheets, Lock Out Tag Out (LOTO), and Electrical Safety.
8. Supervises safety of undergraduate and graduate students on the production/shop floor.
9. Performs other related duties as assigned.

Supervisory Responsibility

May be responsible for training, assisting or assigning tasks to others. May provide input to performance reviews of other employees.

The above essential functions are representative of major duties of positions in this job classification. Specific duties and responsibilities may vary based upon departmental needs. Other duties may be assigned similar to the above consistent with the knowledge, skills and abilities required for the job. Not all of the duties may be assigned to a position.

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Minimum Required Education and Experience

	<u>Minimum</u>	<u>Focus of Education/Experience</u>
Education	Associate's Degree	A.S in Advanced Manufacturing,
Experience (yrs.)	0	Machining or Computer Numerical Control (CNC) Machining.

Substitutions allowed for Education:

Indicated education is required; no substitutions allowed.

Substitutions allowed for Experience:

Indicated experience is required; no substitutions allowed.

Minimum Required Knowledge

Knowledge of basic machining concepts.

Certification or Licensure Requirements

NIMS Certification in Milling 1 must be completed within 12 months of hire or transfer.

NIMS Certification in Turning 1 must be completed within 12 months of hire or transfer.

CAD Certification- Preferred

Pre-Employment Screening Requirements

Must be eligible for U.S Security Clearance.

Physical Requirements/ADA

Regularly involves lifting, bending or other physical exertion. Often exposed to one or more elements such as heat, cold, noise, dust, dirt, chemicals, etc., with one often to the point of being objectionable. Injuries may require professional treatment.

Routine deadlines; usually sufficient lead time; variance in work volume seasonal and predictable; priorities can be anticipated; some interruptions are present; involves occasional exposure to demands and pressures from persons other than immediate supervisor.

Job frequently requires standing, walking, reaching, stooping/kneeling/crouching/crawling, talking, hearing, handling objects with hands, and lifting up to 25 pounds.

Job occasionally requires sitting, climbing or balancing, and lifting more than 100 pounds.

Vision requirements: Ability to see information in print and/or electronically, ability to distinguish colors.

Date: 8/3/2023
