

JOB DESCRIPTION - Machinist

Name of Host Worksite: Commercial Aircraft Interiors
Type of Business/Organization: Manufacturer
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Job or Project Title: Machinist

Worksite Location (where the work will take place): 1600 Port Drive, Burlington WA

Number of Interns: 1

Number of Supervisors on Project: 1

Send Resume to: **hr@cai.aero**

JOB or PROJECT DESCRIPTION:

The incumbent will set up and operate a variety of machine tools to produce precision parts and instruments to support assembly operations. Activities generally related to machining include fabrication and modification of parts and to make or repair machine tools or maintain industrial machines. The application and knowledge of mechanics, mathematics, metal properties, layout, and machining procedures are critical aspects of this job role.

Work Schedule – estimated schedule - Days / Hours per Day:

Start Date: 7:30 am End Date: 4 pm Monday - Friday

DUTIES AND RESPONSIBILITIES – List the specific duties and tasks which will be the regular function and responsibility of the Trainee:

- Calculates dimensions and tolerances using knowledge of mathematics and instruments such as micrometers, dial calipers and height gauges.
- Selects the appropriate tools, machines, and materials to be used in preparation of machinery work.
- Deburrs and fabricates fixtures and jigs related to the machining process.
- Cleans, trims, cuts and sands materials in preparation for machining.
- Machines parts to specifications using machine tools such as lathes, milling machines, shapers, or grinders. Utilizing both manual & 3 AXIS CNC's with FANUC controllers, including Router Tables.
- Forms sheet materials using manual & CNC press break.

- Fabricates parts from Sheet, Extruded, Block & Bar Aluminum, Steel, Nylon, Phenolic & Composites.
- Cleans, sands, deburrs components after machining when workload demands.
- Measures, examines, and tests completed units in order to detect defects and ensure conformance to specifications.
- Studies sample parts engineering information in order to determine methods and sequences of operations needed to fabricate products, and determines product dimensions and tolerances.
- Diagnoses machine malfunctions and determine need for adjustments or repairs.
- Diagnoses machining programs to resolve errors, recommend changes and collaborates with programmers and Engineering.
- Responsible for the setup, maintenance and tear down of work areas, equipment and materials; keeps work area neat and tidy. Organizes such materials and equipment, data and workflow to ensure job requirements are achieved.
- Reads, interprets, and adheres to drawings, blueprints, manufacturing specifications, work instructions, regulations, manuals, and quality procedures.
- Properly operates, maintains, and stores mechanical tools and equipment required to perform the job.
- Performs production duties associated with the processing, verification, quality auditing and inspection of assemblies, parts, and tooling for which the individual has been delegated accountability.
- Reports job status to the supervisor including any malfunctions, non-conformances, damaged equipment, or other obstacles to production.
- Ensures the on-time completion of tasks and reviews work for quality and completeness.
- Takes into consideration and participates in activities which fulfill compliance requirements to the AS9100 Quality Manual, Repair Station & Quality Control Manual, Training Program Manual, Production Approval Manual, Employee Manual, as applicable.
- Exemplifies good work practices and behaviors; operates with integrity, treats others with respect, demonstrates reliability and teamwork, initiative and creativity, problem-solving and decision making.
- Demonstrates clear and effective communication, both verbal and written. Prepares, maintains, and submits accurate paperwork as required, including job reports, timekeeping records, etc.
- Adheres to all applicable environmental, safety and health, and operations procedures and directives. This includes proper use of personal protective equipment in accordance with manufacturer specifications, Safety Data Sheets (SDS), and company guidelines.
- Ensures job site safety, promote safe work practices, and rectify job site hazards.

- Reads, understands, and interprets lockout/tag out indicators in the work area.
- Knows, understands, adheres to Company organizational policies and procedures; aligns with and represents CAI's mission, vision and core values.
- Performs other related tasks as assigned, some of which may become essential to the position.

REQUIREMENTS:

Required Skills and Abilities

- Demonstrated abilities in problem-solving, critical thinking, and basic mathematics.
- Good organizational skills and a high level of attention to detail.
- Good interpersonal and communication skills.
- Skilled in the use of tools-of-the-trade.
- Possess and demonstrate thorough understanding and a working knowledge of all phases of the job.
- Ability to stand for long periods of time.
- Must be able to wear safety equipment, including a respirator, as required.
- Ability to pass a DOL/FAA drug screen.
- 0-2 Years (L1), 2-5 Years (L2), 5-8 Years (L3), 8+ Years (L4) of experience in a related job role.

OCCUPATIONAL SKILLS– *List the minimum occupational qualifications initially required to do the work:*

- Wear Common Protective or Safety Equipment such as Safety Shoes, Glasses, Gloves, Hearing Protection, or Hard Hats — 94% responded “Every day.”
- Spend Time Using Your Hands to Handle, Control, or Feel Objects, Tools, or Controls — 89% responded “Continually or almost continually.”
- Importance of Being Exact or Accurate — 100% responded “Every day.”
- Face-to-Face Discussions — 78% responded “Every day.”
- Spend Time Standing — 62% responded “Continually or almost continually.”

List the specific workforce and occupational skills which will be learned:

51-4041.00 - Machinists

- Using the attached **Workforce Skill Standards** (see attachments, page 15-16), please check off the Workforce Skill Standards which you expect to be achieved during the training,*
- O*Net (www.onetonline.org) can be used as a reference for identifying occupational skills.*

Reference: [51-4041.00 - Machinists \(onetonline.org\)](#)

DRESS CODE - *Indicate appropriate attire including any safety gear required for the worksite.*

- Must be able to wear safety equipment, including a respirator, steel toe boots, as required.

MATERIALS - *List the materials supplied by you; materials needed:*

- A respirator, as required.

EQUIPMENT PROVIDED – *Describe any applicable equipment, tools, and machinery the Intern will use, and applicable safety procedures for your workplace:*

Various machine shop tools and CNC tools

JOB SITE TRANSPORTATION NEEDED – *Explain what transportation, if any, will be necessary; vehicles provided and estimated miles round trip: NONE*

CONTINGENCY PLANS – *Alternate plans for the trainee when conditions prevent work from proceeding on the project, e.g.: weather conditions, accelerated completion, etc. Trainee will be sent home with no compensation once a minimum of 4 hours have been completed.*

ON SITE TRAINING AND FORMAL TRAINING – *Trainee will receive hand on training from Senior Machinist and other experienced machinist. Training received will be transferable after 6 months of continuous apprentice training.*

ADDITIONAL PROVISIONS – *Clothing should be jeans or equivalent, no loose shirts and hard toe shoes in order to prevent minor injuries.*

Authorized Signature

Print Name

Date

Title