

Patterson Pump Co

Machine Apprentice

Department: Machine Department

FLSA Status: Non-Exempt

Grade/Level: 4

Job Type: Regular

Work Schedule:

Monday - Friday Additional hours if needed.

Job Status: Full Time

Reports To: Machine Shop Manager

Amount of Travel Required: None

Positions Supervised: None

POSITION SUMMARY

Assists with the setup and operation of equipment alongside a working machinist. Apprentice will be responsible for reading blueprints to understand customer specifications and using a variety of tools to help the machinist set-up, operate, and maintain the machine with regard to cleanliness and operational condition.

ESSENTIAL FUNCTIONS

Reasonable Accommodations Statement

To accomplish this job successfully, an individual must be able to perform, with or without reasonable accommodation, each essential function satisfactorily. Reasonable accommodations may be made to help enable qualified individuals with disabilities to perform the essential functions.

Essential Functions Statement(s)

- Calculate dimensions and tolerances using knowledge of mathematics and instruments such as micrometers and vernier calipers.
- Machine parts to specifications using machine tools such as lathes, milling machines, shapers, or grinders.
- Measure, examine, and test completed units to detect defects and ensure conformance to specifications, using precision instruments such as micrometers.
- Set up, adjust, and operate all of the basic machine tools and many specialized or advanced variation tools to perform precision machining operations.
- Align and secure holding fixtures, cutting tools, attachments, accessories, and materials onto machines.
- Monitor the feed and speed of machines during the machining process.
- Study sample parts, blueprints, drawings, and engineering information to determine methods and sequences of operations needed to fabricate products and determine product dimensions and tolerances.
- Select the appropriate tools, machines, and materials to be used in preparation of machinery work.
- Lay out, measure, and mark metal stock to display placement of cuts.
- Observe and listen to operating machines or equipment to diagnose machine malfunctions and to determine need for adjustments or repairs.
- Check work pieces to ensure that they are properly lubricated and cooled.
- Maintain industrial machines, applying knowledge of mechanics, shop mathematics, metal properties, layout, and machining procedures.
- Position and fasten work pieces.

- Operate equipment to verify operational efficiency.
- Install repaired parts into equipment or install new equipment.
- Clean and lubricate machines, tools, and equipment to remove grease, rust, stains, and foreign matter.
- Program computers and electronic instruments such as numerically controlled machine tools.
- Set controls to regulate machining, or enter commands to retrieve, input, or edit computerized machine control media.
- Confer with engineering, supervisory, and manufacturing personnel to exchange technical information.
- Dismantle machines or equipment, using hand tools and power tools, to examine parts for defects and replace defective parts where needed.
- Establish work procedures for fabricating new structural products, using a variety of metalworking machines.
- Support metalworking projects from planning and fabrication through assembly, inspection, and testing, using knowledge of machine functions, metal properties and mathematics.
- Confer with numerical control programmers to check and ensure that new programs or machinery will function properly, and that output will meet specifications.
- Fit and assemble parts to make or repair machine tools.
- Evaluate experimental procedures and recommend changes or modifications for improved efficiency and adaptability to setup and production.
- Design fixtures, tooling, and experimental parts to meet special engineering needs.
- Prepare working sketches for the illustration of product appearance.
- Install experimental parts and assemblies such as hydraulic systems, electrical wiring, lubricants, and batteries into machines and mechanisms.
- Set up and operate metalworking, brazing, heat-treating, welding, and cutting equipment.
- Test experimental models under simulated operating conditions for such purposes as development, standardization, and feasibility of design.
- Comply with established safety policies and procedures. Wear required Personal Protective Equipment as directed. Use appropriate tools designed for their specific job tasks. Provide feedback related to hazard assessments and/or accident investigations.
- Act in accordance with Patterson's Company policies (ex. Harassment, Equal Employment Opportunity, Ethics, etc.).
- Regular attendance at work is an essential function of the job.

POSITION QUALIFICATIONS

Competency Statement(s)

- Accuracy - Ability to perform work accurately and thoroughly.
- Applied Learning - Ability to participate in needed learning activities in a way that makes the most of the learning experience.
- Detail Oriented - Ability to pay attention to the minute details of a project or task.
- Reliability - The trait of being dependable and trustworthy.
- Responsible - Ability to be held accountable or answerable for one's conduct.
- Safety Awareness - Ability to identify and correct conditions that affect employee safety.
- Accountability - Ability to accept responsibility and account for his/her actions.
- Technical Aptitude - Ability to comprehend complex technical topics and specialized information.
- Communication, Oral - Ability to communicate effectively with others using the spoken word.
- Analytical Skills - Ability to use thinking and reasoning to solve a problem.
- Problem Solving - Ability to find a solution for or to deal proactively with work-related problems.
- Conceptual Thinking - Ability to think in terms of abstract ideas.

- Judgment - The ability to formulate a sound decision using the available information.
- Organized - Possessing the trait of being organized or following a systematic method of performing a task.

SKILLS & ABILITIES

Education: High School Graduate or General Education Degree (GED): Required
 Associate Degree (two year college or technical school) Preferred, Field of Study:
 Machine Tool diploma

Experience: 1 plus years of experience

Computer Skills:

Certifications & Licenses:

Other Requirements: Be available to work overtime as required.
 Perform all other duties as required by supervision.

PHYSICAL DEMANDS

- N (Not Applicable)** Activity is not applicable to this position.
O (Occasionally) Position requires this activity up to 33% of the time (0 - 2.5+ hrs/day)
F (Frequently) Position requires this activity from 33% - 66% of the time (2.5 - 5.5+ hrs/day)
C (Constantly) Position requires this activity more than 66% of the time (5.5+ hrs/day)

Physical Demands		Lift/Carry	
Stand	F	10 lbs or less	F
Walk	O	11-20 lbs	F
Sit	O	21-50 lbs	O
Manually Manipulate	F	51-100 lbs	N
Reach Outward	O	Over 100 lbs	N
Reach Above Shoulder	O		
Climb	F	Push/Pull	
Crawl	O	12 lbs or less	F
Squat or Kneel	O	13-25 lbs	F
Bend	O	26-40 lbs	O
Grasp	O	41-100 lbs	N
Speak	O		

Other Physical Requirements

- Vision (Near, Distance, Color, Peripheral, Depth)
- Sense of Sound - Normal limits
- Sense of Touch
- Ability to wear Personal Protective Equipment (PPE) - Safety shoes, hearing protection, eye protection, face shield, gloves

WORK ENVIRONMENT

Manufacturing shop floor environment. Cold in winter. hot in summer.

Prepared By:	_____	Date:	_____
Approval:	_____	Date:	_____
Approval:	_____	Date:	_____
Approval:	_____	Date:	_____

The company has reviewed this job description to ensure that essential functions and basic duties have been included. It is intended to provide guidelines for job expectations and the employee's ability to perform the position described. It is not intended to be construed as an exhaustive list of all functions, responsibilities, skills and abilities. Additional functions and requirements may be assigned by supervisors as deemed appropriate. This document does not represent a contract of employment, and the company reserves the right to change this job description and/or assign tasks for the employee to perform, as the company may deem appropriate.