



**Corporate Office:** 858 Acid Mine Road ~ Sullivan, MO 63080      **Office:** (573)468-4045    **Fax:** (573)468-9045  
**Branch Office:** 1502 Gault Road ~ Houston, TX 77039    **Office:** (281)557-0103

<b>Title:</b> Shop/Field Machinist III	<b>Location:</b> All
<b>Division:</b> TX REPR	<b>Department:</b> Technician
<b>Reports to:</b> Operations Manager or Repair Supervisor	<input type="checkbox"/> <b>Exempt</b> <input checked="" type="checkbox"/> <b>Non-Exempt</b>
<input checked="" type="checkbox"/> <b>Full Time</b> <input type="checkbox"/> <b>Part Time</b> <input type="checkbox"/> <b>Temporary</b>	

**Position Summary:** The Shop/Field Machinist III must be able to set up and machine to finished dimensions with tolerances <.0005” with a wide variety of parts, with limited to no supervision, which includes, but is not limited to precision parts, split cases, spherical parts, shafts and multiple segmented parts.

**Essential Responsibilities:**

- Rough and finish machine a wide variety of rotating equipment components and can, under minimal supervision effectively complete intricate and difficult jobs, requiring separate machining to many co-related dimensions in diameters, faces, slots, and grooves with demand for concentricity, parallelism, squareness, roundness, and surface finish.
- Perform assigned duties with limited assistance or direct supervision. Consistently meets or exceeds company or industry standards for quality of work and manufacturing times established for this position.
- With limited assistance and supervision sets up and operates conventional and special-purpose machines and machining centers to manufacture metallic and nonmetallic parts applying knowledge of machine shop theory and procedures, handbook formulas, shop mathematics (trigonometry, geometry, algebra), machinability of materials, and layout techniques.
- Studies blueprints, sketches, drawings, manuals, specifications, or sample part to determine dimensions and tolerances of finished part, sequence of operations, and setup requirements.
- Measures, marks, and scribes dimensions and reference points on material or work piece as guides for subsequent machining.
- Can select, align, and secure holding fixtures, cutting tools, attachments, accessories, and materials on machines, such as mills, lathes, jig borers, grinders, and shapers, using commercially available tooling and products whenever possible.

- Can operate, set up and machine with portable machining equipment in shop and onsite with minimal guidance. (Boring bars, Knee mills, Master mills, Flange facers, Rotor Turning devices and Portable Precision Grinding equipment)
- Capable of setting large Steam Turbine / Compressor parts for repair machining on VTL's, HBM's and other shop equipment with limited to no supervision.
- Performs all assigned machine shop and field machining operations.
- Operates specialized machinery in the power industry
- 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, grinding, tapping, de-burring, sawing and sanding tasks.
- Performs inspection of machined products, and documents results.
- Completes and maintains paperwork for parts.
- Assists in other work areas to perform fabrication, lay-up, infiltration, furnace operation and sand blasting tasks.
- This position is responsible for adherence to all safety rules, regulations and the required personal protective equipment/ testing set forth by the employer.
- Utilize tools and technology provided in an effective and efficient manner
- Willing to attend on-going training to further professional development
- Ensure communication with customers, suppliers, vendors and co-workers are professional and appropriate.
- Must be willing to work all shifts, overtime weekends and work well with others
- Fit for duty in clean and presentable manner
- Able to travel within and outside of the continental US
- Performs other duties and responsibilities as required or requested

### ***Job Qualifications***

#### **Education:**

- High School diploma or equivalent
- Trade school a plus

#### **Work Experience:**

- 10- year Machining/Manufacturing
- 5 years knowledge of industrial rotating equipment repairs
- Preferred knowledge of power industry

#### **Certifications/Licenses:**

- Valid Driver License and Passport

## Knowledge:

- **Clerical** — Knowledge of administrative and clerical procedures and systems such as word processing, managing files and records, transcription, designing forms, and other office procedures and terminology.
- **Computers and Electronics** — Knowledge of computer software
- **Customer and Personal Service** — Knowledge of principles and processes for providing (internal or external) customer services including customer needs assessment, meeting quality standards for service, and evaluation of customer satisfaction.
- **Education and Training** — Knowledge of principles and methods for curriculum and training design, teaching and instruction for individuals and groups, and the measurement of training effects.
- **English Language** — Knowledge of the structure and content of the English language including the meaning and spelling of words, rules of composition, and grammar.
- **Mathematics** — Knowledge of arithmetic, statistics, and their applications.

## Skills:

- **Active Learning** — Understanding the implications of new information for both current and future problem-solving and decision-making.
- **Active Listening** — Giving appropriate attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times.
- **Attention to Detail** — Maintaining appropriate attention to detail based on the complexity of work performed.
- **Communication and Comprehension** — Conveying written and/or non-written information effectively; comprehending and understanding documentation and verbal or visual communications.
- **Complex Problem Solving** — Identifying complex problems and reviewing related information to develop and evaluate options and implement solutions.
- **Critical Thinking** — Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.
- **Instructing** — Teaching others how to perform tasks by selecting and using training/instructional methods and procedures appropriate for the situation when teaching new things.
- **Judgment and Decision Making** — Considering the relative costs and benefits of potential actions to choose the most appropriate one.
- **Mathematics** — Using mathematics for calculations.
- **Monitoring** — Monitoring/Assessing performance of yourself or organizations to make improvements or take corrective action.
- **Service Orientation** — Actively looking for ways to help people.
- **Time Management** — Managing one's own time.

## Abilities:

- **Category Flexibility** — The ability to generate or use different sets of rules for combining or grouping things in different ways.
- **Deductive Reasoning** — The ability to apply general rules to specific problems to produce answers that make sense.
- **Fluency of Ideas** — The ability to come up with a number of ideas about a topic.
- **Inductive Reasoning** — The ability to combine pieces of information to form general rules or conclusions.
- **Information Ordering** — The ability to arrange things or actions in a certain order or pattern according to a specific rule or set of rules (e.g., patterns of numbers, letters, words, pictures, mathematical operations).
- **Mathematical Reasoning and Number Facility** — The ability to choose the right mathematical methods or formulas to solve a problem; the ability to perform calculations quickly and correctly.
- **Originality** — The ability to come up with original or novel ideas for a certain situation, or to develop creative ways to solve a problem.
- **Problem Sensitivity** — The ability to tell when something is wrong or is likely to go wrong.
- **Selective Attention** — The ability to concentrate on a task over a period of time without being distracted.
- **Speed of Closure** — The ability to quickly make sense of, combine, and organize information into meaningful patterns.
- **Time Sharing** — The ability to shift back and forth between two or more activities or sources of information

#### **Tools/Equipment Used:**

- Desktop and laptops computers
- Flash drives
- Copiers
- Scanners
- Telephones
- Various Hand Tools, both power and manual

#### **Technology Skills:**

- Basic Computer & Telephone
- Electronic mail software —Microsoft Outlook
- Office suite software —Microsoft Office 360
- Spreadsheet software —Microsoft Excel

#### **Physical Demands:**

Per day -                      Never = 0 hours  
    Rare = up to 1 hour  
    Occasional = up to 3 hours

Frequent = 3 to 6 hours  
Constant = more than 6 hours

Sitting:	Rare	<u>Lifting:</u>	
Standing:	Constant	up to 10 lbs.:	Constant
Walking:	Frequent	11 to 25 lbs.:	Constant
Bending:	Frequent	26 to 50lbs:	Constant
Crouching:	Rare	51 to 75 lbs.:	Rare
Stooping:	Rare	76 to 100 lbs.:	Rare
Kneeling:	Rare	100 + lbs.:	Rare
Crawling:	Rare	<u>Carrying:</u>	
Climbing:	Rare	up to 10 lbs.:	Occasional
Balancing:	Rare	11 to 25 lbs.:	Occasional
Running:	Never	26 to 50 lbs.:	Occasional
Twisting (neck):	Occasional	51 to 75 lbs.:	Occasional
Twisting (waist):	Occasional	76 to 100 lbs.:	Never
Jumping:	Never	100 + lbs.:	Never
 <u>Pushing/Pulling:</u>			
Up to 10 lbs.:	Frequent		
11 to 25 lbs.:	Occasional		
26 to 50 lbs.:	Occasional		
51 to 75 lbs.:	Occasional		
76 to 100 lbs.:	Never		
100 + lbs.:	Never		
Grasping – firm:	Frequent to Constant		
Finger dexterity:	Frequent to Constant		
Reaching forward:	Frequent to Constant		
Pinch grasp:	Frequent to Constant		
Grasp – light:	Frequent to Constant		
<u>Talking:</u>		<u>Hearing:</u>	
Face to face:	Frequent to Constant	Conversation:	Frequent to Constant
Verbal contact:	Frequent to Constant	Telephone:	Frequent
Public:	Frequent to Constant		

### **Other Requirements:**

- Perform work requiring regular contact with others and ability to relate to other people, including other employees and customers
- Understand/carry out/remember instructions and comply with work rules
- Respond appropriately to supervision
- Perform daily activities
- Perform repetitive and varied tasks
- Follow work rules, procedures and instructions.
- Arrange things or actions in a certain order or pattern in order to complete tasks in an efficient manner.

**Work Environment:**

Shop, field and office environment with ambient noise and temperature.

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties and responsibilities that are required of the employee for this job. Duties, responsibilities and activates may change at any time with or without notice.