

Talon Innovations

JOB DESCRIPTION

TITLE: Machinist (Level I)

DEPARTMENT: Operations

APPROVED BY:

DESCRIPTION OVERVIEW: Operate select manufacturing machines safely that meet or exceed Talon Innovation's quality requirements/standards in a timely manner at the lowest possible costs.

RESPONSIBILITIES:

Safety:

- Understand and execute Talon's safety rules and regulations to prevent unsafe set-ups, operations, or acts, which might cause injury to self, others, or the environment.
- Maintain a clean, organized, and safe work area.
- Follow and maintain the standards of Talon's 6S program where applicable.

Quality:

- Ability to use all approved hand gauges to inspect component quality at the work center.
- Ability to deburr parts to meet Talon Innovation's quality requirements.
- Complete all inspection records and all shop inventory transactional paper work as needed.
- Must be able to input SPC data and demonstrate procedure on what to do in an "out of control" situation.
- Work as a team member to aid others in upholding and maintaining departmental standards including quality goals and on-time delivery goals.

Delivery:

- General machine shop labor, which is not limited to saw, manual mill & lathe, or screw machine.
- Demonstrate ability to operate a Vertical, Horizontal, or Turning CNC machine work center.
- Demonstrate ability to make offset adjustments with minimal assistance from other machinist.
- Execute to all of Talon's Standard Operating Procedures as they pertain to manufacturing related duties.

Cost Containment:

- Demonstrate the ability to trouble shoot simple machining problems with minimal assistance from others.
 - Continuously search for ways to reduce costs and improve returns as they pertain to manufacturing Talon's products.
-

DIRECTION OF OTHERS: N/A

QUALIFICATION AND SKILL REQUIREMENTS:

- High School diploma or equivalent.
- Some machine shop knowledge
- Mechanical aptitude

MUST UNDERSTAND:

- Basic Math, Math for machine shop.
- Basic Blue print reading and PC skills for Manufacturing.

DESIRED QUALIFICATIONS:

- 1-2 yrs. machine shop experience.
- Successful completion of a 2 yr. professional trade program in the field of Machining and CNC Machining or equivalent.
- Certification in Geometric Dimensioning and Tolerancing.

Each employee is responsible for upholding these values in their daily activities.

SAFETY: We are committed to the safety and well-being of the people who come into contact with our products. This includes those involved in our business process of product design, manufacturing, distribution, and installation. Safety is our highest priority.

INTEGRITY: We are committed to working fairly and honestly, with all those with whom we come in contact.

TEAMWORK: We foster an environment where individual skills and talents are recognized and encouraged to thrive in a cooperative team environment.

INNOVATION: Innovation is part of our name and we will capitalize on the strengths of our heritage and adapt them to the challenges of the future.

EXCELLENCE: We set the highest standards for our professional performance, our products and service. We recognize that today's excellence is tomorrow's advantage; therefore, we are committed to continuously improving all that we do to become best in class.

INDIVIDUAL DIGNITY: We believe that respect for each other's cultures, point of view, professional business styles and differing performance abilities significantly contributes to our working together to achieve our business goals with trust and creativity.

CORPORATE CITIZENSHIP: We believe that we have a direct and compelling responsibility to our communities to conduct our business ethically, to engage in responsible stewardship of the environment, and to concern ourselves with the welfare of the people in the communities in which we work.