

POSITION DESCRIPTION	
<b>POSITION:</b>	CNC Machinist
<b>REPORTS TO:</b>	Workshop Supervisor
<b>AWARD:</b>	Manufacturing and Associated Industries and Occupations 2010
<b>SUMMARY:</b>	<p>CNC Machinists are required to effectively and efficiently set up and operate both manual and computer numerically controlled machines, ensuring that the machines work as programmed to shape metal into finished products that meet customer specifications.</p> <p>CNC Machinists have the responsibility to maintain a high level of respect and professionalism towards Morgan Engineering customers and fellow employees.</p>

## RESPONSIBILITIES

### Machinists – Workshop

- Sign on and off with ECI/M1 shop floor entry at the Workshop at the start of each shift.
- Attend trainings days and mine site inductions as and when directed.
- Follow correct sign in and off procedures at all client sites.
- Complete daily 103 checks on all vehicles and report any repairs or maintenance required to the maintenance manager as soon as practically possible.
- Review and analyse machining instructions, such as the job order, sketches, drawings, manuals, specifications, blueprint, sample part or process sheet to determine the machining required, dimensions and tolerances of finished workpiece, sequence of operation, tooling, feed, and speed rate, all while applying your knowledge of materials and machining.
- Set up and operate, CNC lathes and milling machines, horizontal boring, drilling and manual milling machines, manual lathes and slotting machines to perform machining operations.



- Safely lift workpieces and equipment either manually or with a crane or hoist onto the machine table. If required, request assistance with lifting from the crane operator.
- Measure, mark and scribe dimensions and reference points on material or work piece as guides for subsequent machining as necessary.
- Align, position and secure holding fixtures, workpieces to the table or angle plate, using clamps, shims, and parallel blocks and verify its position with instruments such as dial indicators, gauge blocks, and height gauges.
- Calculates and sets controls to regulate machining factors such as speed, feed, coolant flow, and depth and angle of cut or enter the commands to retrieve, input, or edit computerised machine control media according to established guidelines and procedures.
- Set up and operate machines on trial run to verify accuracy of machine settings or programmed control data.
- Start and observe machine operation to detect malfunctions or out of tolerance machining, and adjust machine controls or control media as required.
- Verifying final dimensions of machined workpiece with measuring instruments such as micrometres, telescoping gauges, vernier calipers, and dial indicators.
- Confer with engineer, production personnel, programmers, or others to resolve machining or assembly problems.
- Ensure all machining work is carried out to a high quality standard by carrying out QA and alignment checks and recording of final dimensions in accordance to Morgan Engineering's procedures.
- Ensure all machining work is carried out to the customer's specific requirements.
- Set up and operate hand and power tools as designed and for the purpose intended.
- Perform mag particle crack testing according to established guidelines and procedures.
- Ensure you carry out bearing removal and installation without damage to the part or bearing according to established guidelines and procedures.
- Ensure all required documentation is completed on time for both internal use and provision to the customer.
- General housekeeping duties to ensure the workshop and or work area remains clean and tidy
- Maintain and operate all equipment as designed and for the purpose intended.
- Report all maintenance requirements to the maintenance manager as soon as the maintenance need is noticed.



### **Work Healthy and Safety**

- Ensure that all work is carried out in accordance with Morgan Engineering's Safe Work Procedures and Work Health and Safety policies.
- Adhere to RMS road rules when travelling in all vehicles
- Follow all Morgan Engineering safe work method statements and risk assessment procedures.
- Follow Morgan Engineering procedures for the safe handling of liquid nitrogen.
- Complete safe manual handling as required.
- Take reasonable care of your own health and safety and take reasonable care that your acts or omissions do not adversely affect the health and safety of other employees or customers.
- Report any workplace injuries or accidents immediately to your supervisor as soon as practically possible and record the injury or accident in the appropriate register.
- Follow Morgan Engineering's Fit for work policy.

### **Customer Service**

- Maintain a polite and courteous manner with customers at all times, including visitors to the workshop and while on customer sites.
- Display a commitment to customer satisfaction and seek to resolve issues, questions or concerns raised by a customer in a timely and professional manner.
- Represent and promote Morgan Engineering in a positive light at all times.
- Portray a "customer is always right" attitude when dealing with all Morgan Engineering customers.

### **General**

- Adhere to all company policies and procedures as provided to you from time to time, this also includes the Smoke Free Policy and Time Sheeting Procedures.
- Manage time effectively while in the workshop and onsite.
- Continually strive to minimise redo work wherever possible.
- Proactively assist with general workshop duties (e.g. cleaning)
- Assist other employees when required.
- Mentor apprentices and support up skilling of others when requested.
- Perform other duties as directed by your supervisor or company Director from time to time.



## **POSITION REQUIREMENTS**

### **Mandatory**

#### **Qualifications and Experience**

- Certificate III in Engineering (Mechanical Trade) or equivalent
- CNC machining post trade certificate.
- Experience in operating CNC lathes and or CNC milling machines.
- Experience in a workshop environment.
- Ability to quickly and accurately diagnose faults in machines, equipment and processes.
- Current C class unrestricted drivers licence.

#### **Skills, Knowledges and Attributes**

- Time management and ability to prioritise sometimes competing demands.
- Ability to maintain high work standards with minimal supervision.
- Willingness and ability to work away from home, including interstate jobs that come up from time to time.
- Proactive and enthusiastic approach to work
- Ability to work with mathematical concepts such as portability and statistical inference and fundamentals of plane and solid geometry and trigonometry.
- Ability to apply concepts such as fractions, percentages, ratios and proportions to practical situations.
- Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardisation exists.
- Ability to interpret a variety of instructions in written, oral, diagram or schedule form.
- Ability to work effectively within and contribute to a team environment
- A high level of honesty and integrity

### **Desirable**

#### **Experience and Qualifications**

- Customer service experience
- Forklift workcover licence