



HOURLY JOB DESCRIPTION BLUEFIELD SERVICE CENTER

DATE: 9/19/03
WRITTEN BY: Human Resources
JOB TITLE: Boring Mill Operator

PRIMARY FUNCTION

Sets up and operates all machine shop equipment to make or repair all types of metal parts and equipment.

TOOLS AND EQUIPMENT

Horizontal boring mills, lathes, drill press, welding equipment, grinders, saws, hoists, micrometers, dial indicators, layout tools, etc.

SOURCE OF SUPERVISION

Department Supervisor

DIRECTION EXERCISED

None

SAMPLE WORK PROCEDURE

- (1) Reads and interprets prints making necessary mathematical calculations to lay out stock or repair damaged parts.
- (2) Sets up and operates large boring mills, lathes, universal mills and drill press.
- (3) Uses hoist to position work piece and correctly aligns and fastens work piece to the machine.
- (4) Uses precision measuring and layout tools to determine machining methods and work process.
- (5) Observes work piece and verifies conformance to specifications and prints.
- (6) Maintains machine tooling and jigs in an orderly fashion. Requisitions parts and supplies as needed.
- (7) Re-grinds and sharpens tools as needed.
- (8) When required, spot welds
- (9) Obeys all safety rules and performs housekeeping assignments.

The above statements reflect general details and do not contain all work requirements of the job.

Boring Mill Operator COMPETENCY CHECKLIST

1. Use basic math
2. Perform metric conversions
3. Read assembly drawings
4. Read machine drawings
5. Read casting prints
6. Use tape
7. Use micrometer
8. Use caliper
9. Use dial indicators
10. Use depth mics
11. Use feeler gauge
12. Proper operation of fork trucks
13. Proper operation of cranes
14. Safety training (Haz-Com, Lock Out / Tag Out, Confined Space, BBP, Lifting)
15. Knowledgeable of ISO
16. Can set up mig welder
17. Use grinders
18. Proper operation of horizontal boring mill
19. Proper operation of VTL
20. Proper operation of lathe
21. Proper operation of universal mill
22. Basic computer skills

ADDITIONAL REQUIREMENTS

- _____ Four or more years machine shop experience. This does not include vocational school experience. Experience in turning, boring, facing, and thread cutting.
- _____ Have basic tools or be willing to purchase
- _____ Able to work any shift
- _____ Able to work overtime
- _____ Able to work weekends