



**McElroy Manufacturing, Inc.**

**The leader by design.**

*P.O. Box 580550 • Tulsa, OK 74158-0550 • (918)836-8611*

**Conventional Machine Operator**

**Hourly/Non-Exempt**

**Pay range \$ 13 - \$17 Regular work hours: 7:00 AM to 3:30 PM (1<sup>st</sup> Shift)**

**Reports to:**

- Conventional Machining Foreman (Primary)
- Director of Manufacturing (Secondary)

**General Job Requirements:**

- High school diploma or GED.
- Own or be willing to purchase the minimum set of tools required for job performance and a locking toolbox.
- PC experience and training required such that the Basic level of skill can be demonstrated in Microsoft Word and Excel.
- Effective verbal communication skills.
- Ability and willingness to work flexible hours and over time on an as - needed basis, involving extra hours during the week, Saturdays, and occasionally Sundays and Holidays.
- Possess and demonstrate independent motivation to accomplish assigned tasks

**Required Tools:**

1. 6' Scale
2. Combination Square Set
3. 6" Calipers (Dial or Digital)
4. 0-4" Micrometer
5. Depth Mic. Set
6. Test Indicator (.0005" graduations)
7. 1" Travel Indicator
8. Edge Finder
9. Telescoping Gauge Set
10. Calculator with Trigonometry functions
11. Machinist Handbook
12. Dead Blow Hammer
13. Allen Wrench Set
14. Tap Handle
15. Deburr Tools
16. General Hand Tools (i.e. Wrenches, Screwdrivers, Ball peen Hammer, Crescent Wrench, Pliers, etc.)

**Skill Requirements:**

**Level I – Pay range 8.081 – 10.063 - Level I conventional machine operators must possess general job requirements above and must demonstrate all required Level I skills.**

Add, subtract, multiply, divide numbers.

Ask pertinent questions.

Clean work area.

Count objects.

Follow instructions.

Measure angles, widths and depths.

Read measurements.

Read words, numbers, and symbols.

Recognize shapes from blueprints.

Tell time and time elapsed.

Write words, numbers.

Follow schedules.

**Level II – Pay range 9.18 - 12.239 – Level II conventional machine operators must possess general job requirements above and must demonstrate all required Level I skills and all required Level II skills.**

Know MMI's job numbers and status.
Know and apply MMI's safety policies and procedures.
Know and apply MMI's lockout-tagout procedure.
Know and apply MMI's PPE policy.
Demonstrate the ability to operate overhead crane.
Know and use MMI's McFlow Trigger Card system.
Conduct preventive maintenance on mills and/or lathes.
Read and follow instructions from MMI's Job Packets.
Select tools for the sequence of machining operations with assistance.
Recognize parts and fixtures for job.
Ability to place and secure parts, fixtures, and tools onto machine with assistance.
Use micrometers, machinists scales, protractors, and calipers to measure.
Read blueprint and identify specifications/measurements for part.
Read and adjust machine controls with assistance.
Know machine operations and operate one mill and one lathe with assistance.
Listen and watch machine for safe and proper operation.
Control heat during machining process.
Attend to detail through out machining process.
Watch/monitor part and operate controls during cutting/ boring process.
Analyze and compare measurements of first article to blueprint/job specifications.
Recognize different metals with assistance.
Operate belt grinder and deburr part(s).
Meet MMI's time standards for job within 15 minutes.
Meet job tolerances within 1/16".

**Level III – Pay range 11.940 – 14.160 – Level III conventional machine operators must possess general job requirements above and must demonstrate all required Level II, and required skills for Level III.**

Perform all the steps in set-up process for job.
Assist with troubleshooting and resolution of mechanical operation problems.
Know the metal property of parts and identify different metals.
Select tools for sequence of machining operations.
Operational knowledge of all mills and lathe machines in the department.
Demonstrate a task to help someone learn a task.
Communicate instructions to help someone learn a task.
Operate the CNC Mill with assistance.
Meet MMI's time standards for job within 10 minutes.
Meet job tolerances for job within .005".
Know how to machine most of the different parts completed in the machinist area.

**Level IV – Pay Range 13.822 – 17.22 – Level IV operators must possess all general job requirements and all required skills for Levels II, III, and IV.**

Troubleshoot and resolve mechanical problems in all manual machines.
Know the properties of exotic metals and identify exotic metals.
Meet MMI time standards for jobs within 5 minutes.
Meet MMI tolerances for jobs within .0005".
Know how to machine MMI's most difficult parts completed in the manual machinist area.
Computer skills to use the AS/400 system.

**Contact Information**

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