

Title: Apprentice Machinist
Location: Fort Worth, TX

General Summary:

This position is full-time and works approximately 40-48 hours per week, with occasional overtime on weekdays and/or weekends. Machine Shop concentrating on tool repair, sharpening, new design, prototypes, engineering, and production.

Position Description:

The Apprentice Machinist will be responsible to setup, produce, troubleshoot, and verify that parts conform to drawings, processes and procedures. The Apprentice will be required to be versatile within a production environment and learn the various equipment as required. Skills to develop include a working knowledge of CAD/CAM, AutoCad software. Work is performed inside a production environment; metal chips and oil will be part of the process of making machined parts.

Expectations:

Willingness and ability to learn, read, follow and interpret drawings, processes and procedures. Training will be focused on setting up machining jobs efficiently on the manufacturing floor. Applicant must possess intermediate math skills, ability to communicate with others, and engage in process improvements. Appropriately use all inspection equipment and sample features to verify conformance as required. Follow safety procedures as required and be a positive Team Member that has the drive and initiative to help the business grow.

Primary Duties & Responsibilities:

- Operates the CNC milling machine, lathe, drill-press, sander, buffer, bench grinder and various hand tools.
- Reads blueprints, sketches, and follows verbal instructions. Assists in receiving and storing material and supplies.
- Repairs and modifies equipment, with instructions from ME department. Keeps workplace clean and organized.
- Documentation: Completion of work orders; identify time and material spent on project. Performs occasional tasks outside of job description in support of the Team's mission.
- Sweep floors, clean equipment and machines, take out shop garbage and recycling on a regular schedule.

Other Duties and Responsibilities

This job may include other duties and responsibilities as assigned by the manager. These may change as needed.

Required Qualifications:

- High school diploma or GED.
- Work experience with shop math proficiency and strong mechanical aptitude is appreciated; basic math skills required (classes can be recommended as needed).
- Must be able to lift and carry tools and material weighing up to 40 pounds.
- Noise and vibration from operation equipment is consistent, though ear plugs are provided.

To apply, send resume to careers@pottorff.com

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