

# QUALITY SYSTEM

## ALLIANCE MACHINE INC.

### JOB DESCRIPTION AND SPECIFICATION

<b>Employee Name:</b> _____		<b>PERMANENT</b>
<b>Position:</b> <u>SET UP MACHINIST</u>		<b>TEMPORARY</b>
<b>Hire Date:</b> _____	<b>Reports To:</b> <u>PRODUCTION MANAGER</u>	<b>SUB-CONTRACTED</b>

- A Set up Machinist must possess the ability to perform the following:**
- Acts as a Set up person/ Operator as needed in assigned area.
  - Edits CNC programs as required to meet quality and production standards.
  - Documents actions and changes to insure processes are stable for future runs.
  - Trains Operators in the inspection and operation of assigned tasks.
  - Interacts well with all members of the team.
  - Keeps supervisor informed as needed and required.
  - Ability to interpret travelers, engineering specs, drawings, blueprints and a working knowledge of GD&T.
  - Possess an understanding of ISO 9001:2000, AS9100 requirements.
  - Possess a clear understand of Alliance Machine’s core values.
  - Keeps assigned work area clean and organized to company standards.
  - Does work as apparent or assigned.

**Specified Requirements Acknowledgment:**  
 Alliance Machine INC. acknowledges this employee meets the minimum qualifications for this position, and is pre-qualified to perform:

Equipment Operations	<input type="checkbox"/>	Blue Print interpretation	<input type="checkbox"/>	Test & Inspections	<input type="checkbox"/>
Basic Computer Operations (MS Office)	<input type="checkbox"/>	Manipulate Solidworks	<input type="checkbox"/>	Manipulate GibbsCAM	<input type="checkbox"/>
	<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>

**Minimum Qualification and Experience Requirement:**  
 The minimum qualifications and experience demonstrated and/or achieved which qualify for XXXX  
**3-5 years of machining and set up experience.**

Date	Course or Skill Acquired	Trained By	Certificate or Qualifications

*I have received full instruction on the scope and nature of this job description and fully understand my position responsibilities and accept this responsibility and full authority as prescribed.*

**Employee Acknowledgement:**

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Employee Name
Employee Signature
Date

TEMP-0309 REV –  
 APPROVED BY: HAROLD KLUGE  
 TITLE: QUALITY MANAGER  
 DATE: 9/18/16