**Potesta and Company, LLC**

**Job Description**

**Job Title:** Gear Machinist

**Reports To:** Production Coordinator

**FLSA Status:** Non-Exempt

**Summary:** Selected Candidate will serve as a key part of the production team long side our lead gear machinist by performing the following duties:

**Duties & Responsibilities** include the following. Other duties may be assigned.

1. Set up and operate hobbing machines with little or no supervision
2. Set up and operate shaping machines with little or no supervision
3. Routinely interpret engineering drawings, sketches, specification, and other information on drawings to produce parts that meet all specifications.\*
4. Works collaboratively in a team environment;
5. Maintain tools, equipment, and shop areas in good working order.\*
6. Keeps work area clean and organized.\*
7. Adheres to all safety requirements and works in a manner which assures safety.\*
8. Supports other machinists as needed to meet customer quality and delivery requirements.\*
9. Cross-trains on other equipment and machines as needed to relieve bottlenecks and help meet delivery requirements.

**Skills & Qualifications:**

1. At least 5-10 years of gear cutting experience using hobbers, shapers and other gear-cutting machines.
2. Possesses mathematical skills sufficient to assure correct interpretation of drawings, and set-up and operation of machines.\*
3. Possesses the ability to read and interpret engineering drawings, sketches, specifications, and other information.

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed above and below are representative of the knowledge, skills, and/or abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Language Ability:**

Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write simple correspondence. Ability to effectively present information in one-on-one and small group situations to customers, clients, and other employees of the organization.

**Math Ability:**

Ability to work with mathematical concepts such as fundamentals of plane and solid geometry. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

**Reasoning Ability:**

Ability to apply common sense understanding to carry out instructions furnished in written, verbal, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

**Education/Experience:**

High school diploma or general education degree (GED); or equivalent combination of education and experience.

**Certificates and Licenses:**

Valid driver's license

**Other Abilities:**

* Effective time management
* Professionalism

**Physical Demands:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand, walk, sit, use hands, reach with hands and arms, climb or balance, stoop, kneel, crouch or crawl, and talk or hear. The employee must frequently lift and/or move up to 50 pounds. Specific vision abilities required by this job include peripheral vision.

**Work Environment:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly exposed to work near moving mechanical parts, and vibration. The employee is occasionally exposed to fumes or airborne particles, toxic or caustic chemicals, and risk of electrical shock.

The noise level in the work environment is usually loud.