

**WAGNER SPRAY TECH
POSITION DESCRIPTION**

I. General Information

Title: Centerless Grinding Operator

Date: 3/08/2017

Grade: 11

FLSA: Non-exempt

Reports to: Production Supervisor

Revised:

Position Objective: The individual in this role sets up, maintains and operates centerless grinding machines.

II. Essential Duties and Responsibilities

1. Operates one or more centerless grinding machines to grind external cylindrical or tapered surfaces of workpieces to blueprint specifications.
2. Maintains grinding machines for optimal production standards.
3. Reads blueprints and job orders for product specifications, and interprets machining instructions to determine grinding and sequence of operations.
4. Mounts grinding wheel and regulating wheel on spindles with wrenches and dresses wheel to specifications using dressing devices.
5. Verifies dimensions of ground workpiece for conformance to specifications, using measuring instruments, such as micrometers, calipers, surface finish & roundness testers.
6. Starts machine and monitors functional operation to qualify functionality.
7. Changes worn grinding wheels, adjust, or reset as needed to maintain conformance to part specifications.
8. Positions and secures work rest blades to achieve proper center of workpiece to center of wheel.
9. Manually adjusts machine controls to index workpiece and feeds wheel to workpiece, adjusting depth of cut in part by sight and feel while holding tolerances of ± 0.0001 ".
10. Performs other duties as assigned.

III. Qualifications

Education and Experience: High School Diploma or General Equivalency Diploma (GED) preferred; post-secondary education in a technical field preferred. Must have at least one year of related experience.

Knowledge, Skills and Abilities:

- Ability to read and comprehend simple and complex instructions, blueprints and drawings and follow written and verbal directions.
- Ability to perform basic mathematical computations such as to adding, subtracting, and dividing using whole numbers, common fractions, and decimals.
- Knowledge of and skill using Microsoft Office applications and ERP systems.
- Effective oral and written communication skills.

- Ability to listen effectively and be aware of production floor activity to support safe and hazard free working environment.
- Ability to be objective and flexible in adapting to changes in priorities, work assignments and other interactions that may impact pre-established courses of action for completing projects and assignments.
- Ability to work extended hours and/or varying shifts as requested in order to maintain adequate coverage during hours of operation.
- Knowledge of Lean and Kaizen methods and practices and standard production safety protocol.
- Ability to initiate, coordinate, and enforce operational and personnel policies and procedures.
- Knowledge of Geometric Dimensioning and Tolerance standards.
- Ability to set-up and operate Royal Mater Centerless Grinders.

IV. Physical Effort and Working Conditions

The physical efforts and working conditions 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.

Physical Effort: the phrases correspond to the following definitions: “**Seldom**” means up to 1 hour per day; “**Occasionally**” means 1 to 2 hours per day; “**Frequently**” means 2 to 5 hours per day; and “**Continuously**” means 6 or more hours per day.

Physical Effort	Frequency Code	Physical Effort	Frequency Code
Stand	C	Kneel /Crawl	S
Sit	S	Rapid Work speed	C
Walk	S	Filing	O
Bend/Twist	O	Finger Movement	C
Push	O	Close Vision	F
Pull	O	Far Vision	S
Climb	S	Color Vision	S
Reach	O	Depth Perception	C
Lift	O	Hear	F
Carry	O	Talk	F
Grasp/Grip	F	Smell	O
Repetitive Motions	F	Touch	F

Working Conditions: The phrases correspond to the following definitions: “**Seldom**” means up to 1 hour per day; “**Occasionally**” means 1 to 2 hours per day; “**Frequently**” means 2 to 5 hours per day; and “**Continuously**” means 6 or more hours per day.

Working Conditions	Frequency Code	Working Conditions	Frequency Code
Heat	O	Moving Objects	S
Cold	O	Solvents	O
Temperature Changes	S	Other Chemicals	O
Damp	S	Dust	F
Humid	S	Dirt	F
Wet	F	Fumes/Vapors/Mists	F
Noise	C	Works Alone	O
Vibration	O	Works with Others	F

Heights	S		
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The above declarations are not intended to be an all-inclusive list of the duties and responsibilities of the job described, nor are they intended to be such a listing of the skills and abilities required to do the job. Rather, they are intended only to describe the general nature of the job.