

**REYNOLDS ELECTRICAL & ENGINEERING CO., INC.  
POSITION DESCRIPTION**

**POSITION TITLE:** Machinist Operator

**JOB CODE :** 031563, 036563

**DATE PREPARED :** July 16, 1992

**Revised:** December 13, 1993

**SUMMARY STATEMENT**

The incumbent sets up and operates machine tools; fits/assembles parts to make or repair metal parts, mechanisms, tools, or machines by applying knowledge of mechanics, shop mathematics, metal properties, layout, and machining procedures.

**DIMENSIONS**

The incumbent reports to the Machinist Foreman, general foreman, or salaried supervisor and has no supervisory responsibility.

**NATURE AND SCOPE**

1. Must have full working knowledge of all conventional machine shop tools such as lathes, mills, grinders, saws, drill presses, etc., as well as Computer Numerical Control (CNC) Machining and turning centers;
2. Fabricates components from a variety of metals such as low carbon steels, alloy steels, stainless steels, titanium, magnesium, monel, aluminum, bronze, brass, teflon, and other plastics/rubber, etc.;
3. Must have full capability of setups and tooling selection as well as programming capability of CNC machine tools. Must be capable of holding strict tolerances and must be able to produce exotic threads used in the mining and drilling industries;
4. Must be capable of limited design sketching working with engineers, technicians, scientists, physicists, etc. Must have capability of reading complicated engineering drawings and sketches and turning them into the desired machined part or assembly;
5. Must be capable of using all hand tools such as drills, sanders, and grinders to make final bench fits and assemblies;
6. Adheres to all Company EEO, affirmative action, environmental, health, safety, quality assurance, and security programs;
7. Performs related work as required.

**ESSENTIAL JOB FUNCTIONS**

**Physical**

<i>Constantly = Over 2/3 of time</i> <i>Frequently = 1/3 - 2/3 of time</i> <i>Occasionally = Less than 1/3 of time</i>
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1. Prolonged standing on wooden platforms/rubber mat while performing job duties;
2. Frequent lifting/carrying up to 40 pounds of metal parts or materials/supplies;
3. Frequent pushing/pulling exerting up to 35 to 50 pounds of force and occasionally up to 75 pounds of force while tightening/loosening chucks;
4. Occasional climbing up stairs/ladders;

## Machinist Operator

5. Frequent bending/twisting at waist/knees/neck while removing parts from chuck and observing machining process;
6. Frequent use of both hands/arms reaching/grasping/gripping while performing job duties; occasional overhead reaching may be required;
7. Constant use of sight abilities with visual acuity at near-, mid-, and far-ranges and hand/eye/foot coordination while working foot pedals on machines and performing other job duties;
8. Constant use of speech/hearing abilities in communicating with coworkers/supervisors and identifying malfunctions in machinery.

### Mental

1. Constant mental alertness and close attention to detail are required to monitor multiple factors/processes and complex processes such as precision instrumentation, ensure a safe working environment, and perform close detail work;
2. Must be able to read/write/speak English and possess good verbal communication skills in giving/receiving instructions, routine exchanges of information, and in public contact with vendors; must be able to readily work with highly skilled engineers, physicists, scientists, and technicians;
3. Must possess good mathematical skills including an advanced working knowledge of geometry and trigonometry; must have working knowledge of shop math, blueprint reading, and shop layout; and must be familiar with welding preparations and drawing symbols;
4. Good visualization/spatial aptitude is required to work with drawings and blueprints;
5. Must be able to work in hazardous conditions, perform multiple tasks, and work within time constraints;
6. Must be able to work independently, take initiative and responsibility, and make decisions with limited information and little supervision;
7. Ability to train others may be required if apprentice is assigned.

### WORKING CONDITIONS AND EQUIPMENT USED

Work is performed indoors in climate-controlled repair shop and occasionally outside subject to inclement weather conditions.

**Tools & Equipment Used:** Hand/power tools, pneumatic tools, micrometer, lathes, milling machines, grinders, shapers, saws, drill presses, forklift, jib cranes, overhead cranes, and other equipment as needed. Safety equipment includes hard hat, safety glasses, safety belt, steel-toed safety shoes, and eye/hearing protection. Prolonged use of hearing protection may be required.

### REQUIRED TRAINING AND WORK EXPERIENCE

Four years of experience as a machinist or completion of a recognized apprenticeship program is required. Experience with numerically controlled machinery is preferred.

### OTHER SPECIAL QUALIFICATIONS

Valid driver's license required. Must be able to operate forklifts, jib cranes, and overhead cranes and have extensive rigging experience.

**REYNOLDS ELECTRICAL & ENGINEERING CO., INC.  
POSITION DESCRIPTION**

**POSITION TITLE:** Laborer

**JOB CODE :** 036403, 031404-06, 036406, 036409

**DATE PREPARED :** July 16, 1992

**Revised:** December 13, 1993

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**SUMMARY STATEMENT**

The incumbent performs a variety of manual labor and equipment operation tasks as assigned depending upon job classification and specific area assigned.

**DIMENSIONS**

The incumbent reports to a Laborer Foreman or general foreman and has no supervisory responsibility.

**NATURE AND SCOPE**

1. Laborer I: Performs building and office cleanup;  
  
Laborer II: Performs a variety of duties including general construction, cleanup, demolition, fence-building, tool attendant, gas/oil pipeline labor, window attendant, landscape gardener, ground keeper;  
  
Laborer III: Performs duty as chuck tender, gas/oil pipeline wrapper; cement grinding machine operator; roto-scraper; sandblaster; scaler; septic tank digger/installer; tank scaler; cleaner; concrete saw man; concrete core cutter; machine tool operator for a variety of machines including pneumatic and electric tools, vibrating machines, and cement dumper;  
  
Laborer IV: Operates jackhammers, drillers, pavement breakers, and rock slingers; lays pipe including sewer drain pipe and underground tile; performs gas/oil pipe wrapping cutting torch demolition work;  
  
Laborer V: Operates driller, rock slinger, sandblaster; performs duties as powder man or cribber;
2. Moves office equipment within buildings;
3. Patches/drills holes in cement;
4. Maintains grounds; set posts for fences;
5. Cleans up trash within compounds and around buildings;
6. Loads materials for cement, fence, and iron work;
7. Adheres to all Company EEO, affirmative action, environmental, health, safety, quality assurance, and security programs;
8. Performs related work as required.

**ESSENTIAL JOB FUNCTIONS**

**Physical**

<i>Constantly = Over 2/3 of time</i>
<i>Frequently = 1/3 - 2/3 of time</i>
<i>Occasionally = Less than 1/3 of time</i>

1. Frequent-to-constant standing/walking throughout work shift depending upon work assignment often on concrete/gravel uneven surfaces; may walk two to three miles per shift during outside cleanup operations depending upon tasks assigned;

## Laborer

2. Occasional sitting while performing some duties;
3. Frequent to constant lifting, typically 1 to 25 pounds, including hand/power tools and picking up debris/trash and moving supplies; occasionally up to 50 pounds handling heavy materials/supplies, water bottles; sometimes up to 100 pounds while moving/handling large equipment (90-pound jackhammers, etc.) and moving supplies;
4. Frequent pushing/pulling exerting a force of 1 to 20 pounds using both hands/arms moving equipment/supplies and opening doors/drawers; occasionally 25 to 50 pounds force moving office furniture and equipment;
5. Occasional climbing stairs/scaffolding 3 to 12 feet while cleaning upper work areas and working on walls and roofs;
6. Frequent bending/twisting at waist/knees/neck while performing manual labor tasks, cleanup, and operating equipment;
7. Occasionally kneeling/crouching may occur depending on area while performing cleanup work, working around tight spaces, and working in ditches;
8. Constant use of both hands/arms reaching/handling/grasping/fingering/gripping while operating hand/power tools; can be extensive use of hands with gripping for shoveling; overhead reaching required; task can involve power tools that produce vibration (pneumatic tools, roto hammer, chipper, and jackhammers);
9. Constant use of sight ability with visual acuity near- and mid-range; good hand/eye coordination required for operating some power tools and drivingushman scooters; constant use of hearing required in working around hazardous areas and communicating with coworkers/supervisors;
10. Frequent use of speech ability communicating with coworkers/supervisors and in giving/receiving instructions;
11. Work may be performed in awkward positions depending upon task assigned.

### Mental

1. Frequent mental alertness required while performing some tasks, especially working in/around hazardous areas or performing more detailed work;
2. Must be able to communicate verbally in order to perform routine exchanges of information and communicate with coworkers/supervisors;
3. Must be able to read/write/speak English;
4. Must be able to perform basic mathematical calculations;
5. Some tasks may require close attention to detail while operating equipment; other tasks may require minimum attention to detail while monitoring routine processes;
6. Must be able to apply established procedures and be able to perform problem-solving skills within established procedures; Laborer III, IV, and V tasks may require more problem-solving and analytical skills, especially while operating equipment;
7. Must be able to deal with working in hazardous environments and working under time constraints.

## Laborer

### **WORKING CONDITIONS AND EQUIPMENT USED**

Work may be performed indoors cleaning shops or offices in climate-controlled environment or may be performed outdoors subject to typical year-around Nevada weather conditions. May be required to work at altitudes 4,500 to 6,700 feet above sea level.

Tools & Equipment Used: Hand/power tools, shovels, rakes, brooms, ladders, saws, pneumatic tools, cement cutting equipment, tile saw, jackhammer, and any other equipment necessary. Safety equipment includes hard hats, safety shoes, dust mask, face shield, hearing/eye protection, back-support belt, Aati C-suit, and gloves.

### **REQUIRED TRAINING AND WORK EXPERIENCE**

No experience is required for entry level Laborer I. Must be able to physically perform assigned duties.

### **OTHER SPECIAL QUALIFICATIONS**

Valid driver's license required. Must be fitted/qualify for respirator.