

Machine Shop Estimator Position Description

Department: Production	FLSA Status: Non-Exempt
Reports to: Machine Shop Manager	Date: 03/28/2017

Primary Function:

Estimate machining projects in terms of time required and scope of work.

Essential Duties and Responsibilities:

- Estimate machining projects/RFQ's in terms of time required and scope of work. Derive itemized lists for material and labor requirements. Work closely with the Project Estimators and Project Managers in each business group in determining priorities, outsourcing possibilities and "best" cost alternatives.
- Participate in pre-job, kickoff and close out meetings to review estimates.
- Must have a strong working knowledge of MasterCam programming system with the ability to work closely with the programming lead to create successful machining plans.
- Must have an understanding of available tooling, knowledge of speeds/feeds, set ups and ability to create an efficient and successful program for machining the part within tolerance.
- Must be proficient in Microsoft Office Suite and able to learn other programs as necessary.
- Initiative is a must. Team player, contributing to the success of achieving a shared goal.

Promote and actively embrace the concept of professionalism, with an emphasis on quality, commitment, integrity, ingenuity, teamwork, the community and the environment. Safety is a deeply rooted cultural value and it must be promoted and enforced at all times.

Minimum Qualifications/Experience:

Associates degree from a two-year technical college or university with emphasis in Machine Tool Technology; or two to four years related experience and/or training; or equivalent combination of education and experience.

Strong working knowledge of MasterCam programming system.

Preferred, two or more years of experience in the areas of metal fabrication, DOE/DOD, and/or food and mineral industries.

Additional skills:

Experience with JobBOSS Shop Management, estimating and scheduling software.

Strong interpersonal skills and ability to work in a very dynamic environment – must have flexibility with an ability to focus.

Other Qualifications

The physical demands and work environment described here are representative of the conditions 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 Demands

While performing the duties of this job, the employee is occasionally required to lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision and ability to adjust focus.

Work Environment

While performing the duties of this Job, the employee is occasionally exposed to moving mechanical parts and high, precarious places. The noise level in the work environment is usually moderate.