

<b>Job Title:</b>	Cutter Grinder/Hot Form Tool Setter	<b>Job Category:</b>	
<b>Department/Group:</b>		<b>Department Code:</b>	
<b>Reports to:</b>	Tool Room Manager	<b>Travel Required:</b>	NO
<b>Level/Salary Range:</b>	Labor grade 3	<b>Position Type:</b>	Full-time

### Job Summary

Sets up and operates grinding machines such as a surface and universal cutter grinders to sharpen cutting tools by performing the following duties.

### Duties/Responsibilities

#### DUTIES

- Reviews blueprints and job orders to plan production sequence
- Selects grinding wheel of shape and grade and attaches to spindle
- Positions and secures cutting tool on machine table or mounts tool on arbor and clamps between centers
- Responsible for accurate time reporting
- Responsible for keeping work areas and machinery clean and in good order
- Turns hand wheels to position table or spindle to obtain specified taper and bevel on edges of cutting tools
- Starts machine and turns wheel to move work piece to grinding wheel
- Measures sharpened cutting tools to verify conformance to specification
- Dresses abrasive wheel to change cutting action or shape
- Perform daily minor maintenance functions and reports more serious items to supervisor

#### Back Up Duties

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## Requirements

### Skills

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

### Mathematical Skills:

- Ability to add, subtract, multiply, and divide all units of measure, using whole numbers, common fractions and decimals. Ability to compute rate, ratio, and percentages.

### Reasoning Ability:

- Ability to apply commonsense understanding to carry out instruction furnished in written, oral or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

### Certificates, Licenses, Registrations:

- CSI forklift operator certification

### Other Skills and Abilities:

- Ability to keep focused on the job and attention to details

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, reach with hands/arms, and talk/hear. The employee frequently is required to use hands to finger, handle or feel objects, tools, or controls. The employee is occasionally required to walk and sit.

The employee must regularly lift and/or move up to 25 pounds, frequently lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, peripheral vision, and depth perception.

Reviewed By:		Date:	
Approved By:		Date:	
Last Updated By:		Date:	