



## National Electrostatics Corp.

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### MACHINE SHOP ASSISTANT

As the world leader in the manufacturing of electrostatic ion beam accelerator systems, National Electrostatics Corp. or NEC, is always looking for the best, quality candidates to join our family. Being a part of the NEC family offers many rewards including being a part of an environment where we want to see you grow and succeed. We are an employee-owned company that had been in business for over 50 years.

The Machine Shop Assistant is a full time, non-exempt position. This position assists the machine shop team in achieving production, quality, and safety goals.

**Job Title: MACHINE SHOP ASSISTANT**

(6:00 a.m. - 4:30 p.m., Monday to Thursday)

**Qualifications:**

- Ability to read dimensioned parts drawings, equipment operating instructions, etc.
- Ability to use manual and power hand tools, drill press, taps, cut-off saw, etc.
- Ability to use common measuring tools (tape measure, drill gauge, etc.)
- Familiarity setting up and operating manual lathes, including large lathes.
- Average or better ability to read and write in English, to work from written instructions, and perform simple calculations (add, subtract, multiply, divide).
- Some machine shop work experience or training is required.

**Responsibilities or Duties:**

- Set up and operate cut-off saw, band saw, and punch press.
- Deliver materials to shops.
- Deburr work using drill press and deburring tools.
- Perform secondary operations, such as, tapping, countersinking, polishing, etc.
- Verify the accuracy of machined parts against engineering drawings.
- Advancement opportunities include manual machining, primarily on a lathe (large swing) of a variety of metal and plastic parts, many close to tolerance.
- Other similar machine shop tasks as needed.

**Physical Requirements:**

- Ability to lift 50 pounds.
- Eyesight vision of, or corrected to, 20/20.
- Ability to perform operations or manual dexterity, mostly while standing.

**Note:**

This job description in no way states or implies that these are the only duties to be performed by the employee(s) incumbent in this position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by any person authorized to give instructions or assignments. All duties and responsibilities are essential

functions and requirements and are subject to possible modification to reasonably accommodate individuals with disabilities. To perform this job successfully, the incumbents will possess the skills, aptitudes, and abilities to perform each duty proficiently. Some requirements may exclude individuals who pose a direct threat or significant risk to the health or safety of themselves or others. The requirements listed in this document are the minimum levels of knowledge, skills, or abilities. This document does not create an employment contract, implied or otherwise, other than an "at will" relationship.

*NEC is an Equal Opportunity Employer and does not discriminate against any employee or applicant for employment because of race, color, sex, age, national origin, religion, sexual orientation, gender identity and/or expression, status as a veteran, and basis of disability or any other federal, state, or local protected class.*

*NEC is an Equal Opportunity Affirmative Action Employer - M/F, Vet/Disability.*