



National Electrostatics Corp.

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Great benefits in a dynamic workplace that is respectful, friendly and fun – we are a team that is committed to making and keeping our customers very happy!

This is a regular full-time position (8 hours/day, Monday - Friday) with the responsibility of operating manual mills and other shop machines.

Safe work habits, attention to detail, accuracy, good attendance and organization, the ability to work and think independently, along with the ability to work cooperatively with others in a positive, professional manner are expected.

Benefits include paid holiday, vacation, sick leave, disability, life insurance, employer-sponsored group health, group dental insurances, 401(k) retirement plans and ESOP.

Job Title: Machinist Shop Assistant
(Work Hours: 6:00AM – 2:30PM)

Job Level: Craft

Essential Duties:

1. Set up and operate cut-off saw, band saw, and punch press
2. Manufacture (machine) parts to drawings
3. Deburr work using drill press and deburring tools
4. Perform secondary operations, such as tapping, countersinking, polishing, etc.
5. Maintains the machine shop in a clean and presentable fashion by cleaning machines, staging parts in an organized manner, and assisting machinists with the organization of tools and benches
6. Sort and deburr finished machined parts
7. Other similar tasks as needed

Skills and Experience Requirements:

1. Ability to read dimensioned parts drawings, blueprints, equipment operating instructions, and parts lists
2. Ability to use manual and power hand tools, drill press, taps, cut-off saw, etc.
3. Ability to use common measuring tools (tape measure, drill gauge, etc.)
4. Some machine shop work experience or training is preferred
5. Ability to work independently and multi-task

Qualifications:

1. Basic math skills and detail oriented
2. Average or better ability to read and write in English and to work from oral and/or written instructions.
3. High school diploma or equivalent

Physical Requirements:

1. Eyesight vision of, or corrected to, 20/20
2. Able to use common hand and power tools (ex. wrench, screwdriver, drill)
3. Ability to lift 35 pounds, bend, crouch, squat, twist and reach overhead
4. Ability to perform operations of manual dexterity, mostly while standing

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