

Reports to: Production Manager

For more info about us visit our website at <https://gm-quartz.com/>

GM Quartz is a small quartz machining and glassblowing shop located in Oakland California for more than 45 years. GM Quartz is a family-owned business that focuses on supplying semiconductor and other industries with specialty quartz products. We consider our employees to be part of a team and strive to produce the highest quality products and services for our customers.

Position Summary:

As a Machine Shop Operations Generalist, you will produce quartz components using a variety of industrial machining equipment throughout the manufacturing facility. You will be responsible for setting up, operating and implementing machine processes while maintaining company safety and quality expectations. This is an entry-level position with on-the-job training provided to the right candidate.

Key Responsibilities:

Analyze and interpret blueprints and workorders for various operations and perform set ups for same in one or more work centers.

Operate machinery in a safe and efficient manner according to Work Instructions and Standard Operating Procedures.

Perform equipment maintenance. Identify and report all machine issues and/or malfunctions.

Perform visual inspections on all machined parts to ensure they meet quality expectations.

Compliance to all safety procedures and report all unsafe conditions in the work center.

Maintain a neat and clean work area free of clutter and unnecessary materials at all times in support of the factory's 5S program.

Requirements:

Communication skills both written and verbal

Ability to work independently or as part of a team.

Ability to multi-task and shift focus as needed

High attention to detail and thorough in completing tasks

Must be reliable, responsible, dependable, while fulfilling obligations

Good-natured, cooperative attitude

Bonus Requirements:

Experience with handheld metrology tools such as pin gauges, micrometers, calipers etc.

Understanding of Geometric Dimensioning and Tolerancing (GD&T)

Basic computer skills

Strong knowledge of mathematics

Ability to read blueprints and engineering drawings

Technical AS degree

Familiarity with machine shop operations preferred.

Physical Requirements:

The employee should possess the ability to:

Stand, stoop, bend, twist or maintain a stationary position for prolonged periods of time

Complete repetitive movements with hands, arms, wrists, shoulders as necessary

Must be able to work in an industrial production environment with no climate control

Be exposed to sounds or noise levels that maybe uncomfortable

Lift/move/transport items up to 50 pounds

Ability to move or traverse about the facilities

Must be able to ascend/descend stairs or ladders

Specific vision abilities required include, close vision, peripheral vision, depth perception and the ability to adjust focus

Wear all required personal protective equipment (hearing, vision and hardhat protection)

Ability to work around dust, chemicals, and other substances, and in various environmental conditions

Position is full time and permanent

Send resume to deborah@gm-quartz.com

Job Type: Full-time