



125 YEARS | 1894 - 2019

1400 West Mars Hill Rd | Flagstaff, Arizona 86001-4499 | USA  
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## POSITION ANNOUNCEMENT

### **Machinist I**

The Machinist I position is part of Lowell Observatory's Technology Department. The Machinist I manufactures mechanical parts for new Lowell instruments and facilities, and as needed for maintenance and repair of existing equipment and facilities. Work is performed primarily in the shop on Mars Hill in Flagstaff, AZ and to a lesser degree at Anderson Mesa and at the Discovery Channel Telescope site. This position reports to the Technical Facilities Manager.

### **Responsibilities**

The machinist's primary duties are to manufacture mechanical parts for new astronomical instruments and new facilities as well as for maintenance and repair of existing equipment, some of which is over a century old. This involves use of machine tools and hand tools in the machine shop, including the CNC milling machine, and also including welding, sheet metal, and woodworking tools. From time to time this may also require solid modeling of parts and assemblies and production and printing of drawings. The machinist also maintains the equipment in the machine shop and keeps the shop in good order. During times of heavy shop loads the machinist may assign parts to others who are competent using certain equipment and who may be available to help. The machinist will assist others with heavy maintenance and repair jobs as needed, and will help with snow removal on some occasions and as priorities allow.

### **Qualifications**

- Must have his or her own set of machinist tools for use in the shop
- Understands the proper use of traditional machine tools, CNC machines, and hand tools.
- Is competent using sheet metal tools, welding equipment, and soldering equipment.
- Is competent using at least one CAD/CAM system and the various file interchange formats.
- Is competent reading drawings done both to current and past drawing standards.
- Is competent carrying out machine shop mathematical calculations.
- Pays close attention to detail, especially with parts having very tight tolerances.
- Is competent producing surface finishes required for high vacuum systems.
- Appreciates the importance of cleanliness and organization in the shop.
- Is capable of performing physically demanding tasks including climbing, lifting, and carrying.
- Works well with others and communicates effectively both orally and in writing.
- Is capable of completing tasks on schedule.
- Is a reliable, self-motivated, and safety-conscious worker.

### **Education/Experience**

Through a combination of technical education and at least 3 years on-the-job experience, the machinist must have demonstrated competence in making complex parts to tight tolerances in a variety of steel, stainless steel, and

aluminum alloys. The machinist must have experience working with cast iron, copper alloys, and plastics such as Delrin, Teflon, and fiberglass. Experience with one or more CAD/CAM software systems is required; experience with OneCNC and SolidWorks, the CAD/CAM packages we primarily use at Lowell, is highly desirable. Expertise in welding steel, aluminum, and stainless steel is desired as is soldering of copper alloys. Experience fabricating aluminum sheet metal parts is highly desirable.

## WORKING CONDITIONS

The machinist I will be working in the machine shop and be responsible for keeping the work area free of debris and materials that might become a hazard. Work involves exposure to unusual elements, such as extreme temperatures, dirt, dust, fumes, smoke, unpleasant odors, and/or loud noises. Protective gear is provided by the Observatory and the person is expected to know how and when to use protection to prevent injury. This position requires heavy physical work, including lifting, pushing or pulling of objects more than 40 lbs. Physical work is a frequent part of the job. Work may require using a company vehicle to service remote locations, year round.

<b>Status:</b>	Full-time, Regular
<b>Schedule:</b>	Weekdays (40 hours/week)
<b>FLSA Classification:</b>	Non-Exempt
<b>Compensation Type:</b>	Hourly, DOE
<b>Benefit Eligible:</b>	Yes
<b>Location:</b>	Mars Hill - Flagstaff, Anderson Mesa, and Happy Jack, AZ

### To Apply:

Please send the following documents to [humanresources@lowell.edu](mailto:humanresources@lowell.edu)

- Application (<http://lowell.edu/about/employment>)
- Resume
- Letter of interest addressing your qualifications
- Phone numbers and e-mail addresses of three references

Applications received by midnight September 11th 2019 will receive priority attention. Position open until filled.

**Benefits Overview:** In addition to 10 scheduled paid holidays, Lowell Observatory offers a Flexible Paid Time Off policy for all full-time, benefit eligible employees which allows you to determine how much time you need to rest and enjoy yourself outside of work. The cost of premiums for medical, life & long term disability insurances for benefit eligible employees is 100% paid by the company, and includes a contribution to either an H.S.A or HRA account for first dollar medical expenses.

Lowell Observatory is an Equal Employment Opportunity/Affirmative Action employer and provides equal employment opportunity to all persons without regard to race, color, religion, sex, national origin, age, genetic information, disability, veteran status, political beliefs, sexual orientation, and marital and family status.

Lowell Observatory provides reasonable accommodations to applicants with disabilities. This nonsmoking/drug-free campus is at an elevation of 7,000 ft/2100m, and the DCT is 40 miles south of Flagstaff at an elevation of 7,800 ft/2370m. If you need a reasonable accommodation for any part of the application and hiring process, please notify the Human Resources office for assistance.

VERSION August 20, 2019/HR