



Job Title:	Machine Tool Builder/Assembler Trainee/Apprentice	Job Category:	Hourly
Department/Group:	Manufacturing	Position Type:	Full-Time
Location:	7723 Burden Road Machesney Park, IL 61115	Reports To:	Manufacturing Manager

Company Summary

Machine Tool Builders (MTB) is an engineer owned company started in 1995, dedicated to providing top quality, highly reliable solutions to the machine tool industry. MTB provides service, machine rebuilds and has begun to move towards the new machinery business. Our first totally new machine design is off the drawing board and on its way to the manufacturing phase.

Job Description

ROLE AND RESPONSIBILITIES

- Machine cleaning and tear down with documentation of original assemblies.
- Inspection and identification of defective components.
- Machine re-assembly including mechanical, hydraulic and pneumatic assembly with new components, proper fit and alignments or adjusted alignments to OEM tolerances.
- Machine re-certification.
- Machine retrofits and re-controls.
- Service calls to customer’s facilities as required.
- Scrapping and alignment of equipment and components.
- Install or repair fluid power systems. Includes pipe bending, hose making, layout etc.
- Installation of new or repaired machine guarding.
- Assist with electrical component installation like ductways, switches, cable tracks etc.
- In-Process documentation, part identification and reporting.
- Plant and equipment cleaning and maintenance.
- Maintains safe and clean working environment by complying with procedures, rules, and regulations.
- Conserves resources by using equipment and supplies as needed to accomplish job results.
- Documents actions by completing production and quality forms.
- Contributes to team effort by accomplishing related results as needed.
- Perform additional duties as assigned.
- Travel up to 30% of the time.

QUALIFICATIONS AND EDUCATION REQUIREMENTS

- High school diploma; Higher degree from a technical school preferred.
- Strong Math skills with good knowledge of Geometry and Trigonometry.
- Related experience with intricate mechanical assemblies like automotive motors, off-road RV’s, etc.
- High school or equivalent machine shop classes or usage (Non-CNC and/or CNC controlled)
- Ability to read, understand and follow engineering prints, shop orders, and standard work documents to accomplish the assembly, rebuild, and plumbing of machines.
- Ability to understand how to operate overhead cranes and fork trucks
- Familiar with using hand and powered hand tools (e.g. pipe wrenches, taps, dies, levels, drills, saws)
- Good understanding of quality control principles
- Excellent hand-eye coordination and physical condition



- Proficient in Microsoft Office.
- No criminal felony records
- No drug usage of any kind except legal prescriptions (not including medical marijuana)
- Must possess and maintain a valid driver’s license and have reliable transportation to and from work.
- Ability to read, write and speak in the English language and perform basic mathematical computations.

SKILLS

- Ability to maintain confidential information.
- Ability to thrive in a critical thinking environment.
- Demonstrated problem solving techniques.
- Ability to work independently.
- Ability to multi-task.
- Excellent written and verbal communications skills.
- High desire to succeed and excel in a technically challenging career.

ADDITIONAL NOTES

Ability to work weekend and holidays as required.
Subject to pre-hire physical and drug screening.

EEO Statement: Machine Tool Builders is an equal opportunity employer that evaluates qualified applicants without regard to race, color, national origin, religion, sex, age, marital status, disability, veteran status, sexual orientation, gender identity or expression, or other characteristics protected by law.

Individuals who need a reasonable accommodation because of a disability for any part of the employment process will have the opportunity to request accommodation during the application process.

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