

Job Title: CNC Machine Operator	Supervises: NA
Department: Machine Shop	Manager: Machine Shop Supervisor
Job Grade:	Status: Full-time, Non-Exempt
Approved by:	Last Updated: April 19, 2018

POSITION SUMMARY:

This position is responsible for loading and unloading parts into CNC machines, while ensuring finished parts meet customer specifications and company quality standards. This position is also responsible for ensuring that production processes are accurate and efficient, and that safety and quality standards are maintained throughout all areas in the facility.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

The following description of work to be performed by this individual is not intended to be all-inclusive. Rather, it focuses on the major tasks that must be accomplished. There are many necessary activities to satisfy any of the following performance guidelines.

- Operate CNC machines and perform all tasks in a safe and responsible manner in alignment with company policies
- Read and follow instructions on manufacturing orders and blueprints to ensure that components meet product and customer design specifications
- Perform quality inspections using precision measurement devices to ensure all parts meet specifications
- Accurately use all measurement tools and hand tools as needed
- Load programs into CMM machines
- Provide machine shop support; deburring, tumbling, packing, assembly, punching, bending, etc.
- Perform basic machine maintenance as needed; clean out chips, monitor coolant levels, etc.
- Follow all company initiatives in the areas of 5S, quick-response-manufacturing (QRM), and safety
- Communicate effectively with supervisor, team members and other shifts as needed to ensure efficient and successful completion of customer orders
- Maintain department and company performance and production goals
- Troubleshoot machine errors and part variances and suggest improvements to improve quality
- Operate manual machining equipment as needed
- Cross train within the machine shop to learn and develop skills on a variety of machines and equipment

OTHER JOB DUTIES: (Not considered essential to the job)

- Perform all other related assignments (including special projects) as required in a professional and cooperative manner.

MINIMUM QUALIFICATIONS:

1. Education:
 - High school diploma or equivalent degree
 - Preferred Associates degree in Machine Tool Technology or related program
2. Experience:
 - 1+ years of CNC machining experience preferred
3. Licensing Required: None
4. Other Knowledge, Skills, and Abilities:
 - Blueprint reading skills with a good understanding of geometric dimensioning and tolerancing
 - Ability to utilize the proper inspection and measurement equipment
 - Basic computer skills

- Ability to recognize safety concerns
- Strong written and verbal communication skills
- Ability to multi-task
- Strong decision making skills
- Basic math skills
- Ability to take part in continuous education and training
- Ability to work outside of standard shift times when needed

EQUIPMENT USED

- Office Equipment (computer, phone, printer, scanner, copier and fax machine)
- Measurement tools (calipers, micrometers, tape measure, etc.)
- CNC Equipment
- CMM Equipment
- Hand tools
- Deburring equipment
- Drill Press

TYPICAL PHYSICAL, MENTAL AND ENVIRONMENTAL REQUIREMENTS

R = Rare (0-5% of workday) F = Frequent (34% - 66% of workday)	O = Occasional (6% - 33% of workday) C = Constant (67% - 100% of workday)	Frequency			
		R	O	F	C
ENVIRONMENTAL REQUIREMENTS					
Exposure to dust, fumes, odors, mists, toxic gases, poor ventilation, anti-neoplastic, agents, adhesives, and chemical hazards			X		
Exposure to extreme cold temperatures (below 32° > an hour, not weather related)	X				
Exposure to extreme hot temperatures (above 100° > an hour, not weather related)	X				
Exposure to loud noises, moving, mechanical parts					X
Indoors					X
Outdoors	X				
Working on unprotected heights	X				
PHYSICAL REQUIREMENTS					
Balancing			X		
Bending			X		
Carrying (anything 40+ pounds requires a team lift or crane operation)					
0 – 10 pounds				X	
11 – 20 pounds				X	
21 – 30 pounds			X		
31 – 40 pounds			X		
Climbing: <input checked="" type="checkbox"/> stairs <input type="checkbox"/> ladders <input type="checkbox"/> ramps			X		
Communication (verbal and written)					X
Crawling / Kneeling / Squatting			X		
Driving automotive equipment			X		
Foot Controls			X		
Hearing (perceive nature of sounds or receive information by means of ear)					X
Lifting: to/from floor to waist level (anything 40+ pounds requires a team lift or crane operation)					
0 – 10 pounds			X		
11 – 20 pounds	X				
21 – 30 pounds	X				
31 – 40 pounds	X				
Lifting: overhead (anything 40+ pounds requires a team lift or crane operation)					
0 – 10 pounds	X				
11 – 20 pounds	X				
21 – 30 pounds	X				
31 – 40 pounds	X				
Pulling/Pushing	X				
Reaching: above shoulder level	X				
Reaching: forward reach					X
Repetitive Motion: <input checked="" type="checkbox"/> hands <input checked="" type="checkbox"/> wrists <input checked="" type="checkbox"/> fingers <input checked="" type="checkbox"/> arms					X
Sitting			X		
Standing				X	
Vibration			X		
Vision: near acuity, far acuity, distinguishing colors, depth perception					X
Walking			X		
Work space <input checked="" type="checkbox"/> open (movement not restricted) <input checked="" type="checkbox"/> confined (movement restricted)					X