

Job Title: CNC Machine Operator

Summary: Entry Level Position. Operates CNC Milling and Lathe Machines, performing complex machining operations.

Qualifications:

- High School Diploma or Equivalent
- Ability to read and understand Blueprints and Routers/Travelers
- Ability to understand Geometrical Dimensions and Tolerances (GD&T)
- Excellent communication and basic math skills
- Knowledge of proper use and interpretation of measuring tools and gauges
- Knowledge of proper operation of CNC Control Panels (i.e. Fanuc, Haas, Mazak)
- Commitment to excellence and high standards
- Strong organizational and problem-solving skills
- Ability to manage priorities and workflow
- Versatility, flexibility and a willingness to work within constantly changing priorities and enthusiasm
- Mechanical Aptitude
- Acute attention to detail
- Ability to understand and follow written and verbal instructions
- Ability to understand any and all safety requirements and cautions
- Ability to perform physical labor as necessary
- Self-Motivated and Positive Attitude
- Reliable transportation
- Ability to lift 25-50 lbs

Competencies:

- Problem Solving - Identifies and resolves problems in a timely manner. Gathers and analyzes information skillfully; develops alternative solutions; works well in group problem solving situations; uses reason even when dealing with emotional topics.
- Technical Skills – Assesses own strengths and weaknesses; Pursues training and development opportunities; Strives to continuously build knowledge and skills.
- Organizational Support – Follows policies and procedures; Completes administrative tasks correctly and on time; Supports organization's goals and values.
- Quality – Demonstrates accuracy and thoroughness; Looks for ways to improve and promote quality; Monitors own work to ensure quality.
- Quantity – Meets productivity standards; Completes work in a timely manner; Strives to increase productivity; Works quickly and efficiently.
- Attendance/Punctuality – Is consistently at work and on time; Ensures work responsibilities are covered when absent.
- Dependability – Follows instructions, responds to direction; Takes responsibilities for own actions; Keeps commitments; Commits to overtime when necessary to reach goals; Completes tasks on time or notifies Supervisor with alternative.

Duties and Responsibilities:

- Utilizes various types of manual, numerically controlled and computer numerically controlled machine shop equipment (Mill and Lathe) to perform machining operations on materials including, but not limited to steel, aluminum, titanium and plastics.
- Works from and in accordance with specifications and design criteria including but not limited to verbal instructions, drawings and blueprints; performs standard shop computations relating to dimensions of work and tooling, speeds and feeds of machines.
- Uses a wide variety of precision measuring instruments; maintains accurate dimensional tolerances based upon drawings.
- Operates a variety of machines, including but not limited to lathes and mills, to perform machining operations and ensure the proper utilization of equipment and material.
- Fabricates complicated parts having many interrelated, compound angles, and irregular surfaces.
- Improvises production aides as necessary to facilitate operations.
- Reworks and calibrates production parts or assemblies and machine tooling as required; checks each component for accuracy as they come off of the machine.
- Maintains thorough knowledge of industry, machinery and techniques.
- Maintains thorough knowledge of all applicable safety requirements and considerations.
- Provides all required reports and/or correspondence.
- Performs other related duties and assigned by Supervisor.

Machine Operator w/ 1-Year of Experience Job Description:

- The individuals should possess the ability, aptitude, and desire to succeed in a participative team environment.
- Demonstrate initiative and self-motivational qualities
- Has a receptive attitude toward innovative/non-traditional manufacturing concepts
- Operate and set up CNC machine tools
- Utilize gages and test equipment to ensure part quality
- Blue print/engineering drawing interpretation
- Respect and follow safety rules and work practices

Essential Duties and Responsibilities include the following. Other duties may be assigned.

- Plans machining by studying work orders, blueprints, engineering plans, materials, specifications, orthographic drawings, reference planes, locations of surfaces, and machining parameters.
- Interprets geometric dimensions and tolerances
- Anticipates needed stock.
- Programs machines by entering instructions, including zeros and reference points
- Sets tool registers, offsets, compensations, and conditional switches
- Calculates requirements including basic math and adjusting three and four-jaw chucks, tools, attachments, collets, bushings, cams, gears, stops, and stock pushers.
- Loads machine by lifting stock into position.
- Verifies setting by measuring positions, first-run part, and sample work pieces, adhering to standards

- Maintains specifications by observing drilling, grooving, and cutting, including turning, facing, clearing and fluting operations
- Take measurements
- Detecting malfunctions
- Documents actions by completing production and quality logs.
- Updates job knowledge by participating in educational opportunities.

Competencies

- To perform the job successfully, an individual should demonstrate the following competencies:
- Attendance/Punctuality - Is consistently at work and on time.
- Dependability - Follows instructions, responds to management direction.
- Safety and Security - Observes safety and security procedures; reports potentially unsafe conditions; uses equipment and materials properly.
- Process Improvement

Education and/or Experience

- Equivalent to high school education or related experience or training; or equivalent combination of education and experience.
 - Language Skills - Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write simple correspondence. Ability to effectively present information in one-on-one and small group situations to customers, clients, and other employees of the organization.
- Reasoning Ability - Ability to apply common sense understanding to carry out detailed but uninvolved written or oral instructions. Ability to deal with problems involving a few concrete variables in standardized situations.
- Physical Demands -
 - The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
 - While performing the duties of this Job, the employee is frequently required to stand and walk. The employee is occasionally required to use hands to finger, handle, or feel and reach with hands and arms. The employee must occasionally lift and/or move up to 30 pounds and on rare occasions up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, depth perception and ability to adjust focus.
- Work Environment - The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Work near moving mechanical parts. While performing the duties of this Job, the employee is occasionally exposed to moving mechanical parts. The noise level in the work environment is usually moderate.