

Job title	<i>CNC Machine Operator</i>	FLSA Status	<i>Non-Exempt</i>
Department	<i>Machining & fabrication</i>	Reports to	<i>Machine Shop Team Lead</i>

Summary

The CNC Machine Operator operates conventional, special purpose, and numerical control machines and machining centers to create parts for the production of products manufactured by the company. As needed they use sound judgment and initiative to resolve problems. The CNC Machine Operator follows established procedures to ensure processes meet all ISO requirements, stated tolerances, and required inspection criteria by performing the following duties

Essential Duties and Responsibilities

- Operates and adjusts semi-automatic or automatic numerically controlled machine tools
- Perform standard and repetitive sequences of operations where programs are provided and setups are created and maintained by others
- Reads and follows shop packets and job travelers to machine parts for product produced by the company
- Observes machine operation to detect part defects or machine malfunction
- Removes burrs from parts
- Verifies conformance of finished part to specifications
- Insure parts meet all ISO requirements, all stated tolerances, and required inspection criteria
- Detects and reports defective materials or questionable conditions to the Machining Team Lead
- Performs prescribed preventative maintenance and cleaning of machines as required and as trained by Machining Team Lead
- Maintains work area and equipment in a clean and orderly condition and follows prescribed safety regulations
- Follow company safety procedures and embrace a culture of safety within the machine shop
- Perform miscellaneous duties and projects as assigned and required

Competencies

- Technical Capacity
- Thoroughness
- Service and maintenance of equipment
- Time Management

Qualifications

- High school diploma or equivalent, prefer business degree or equivalent work experience
- 2 years experience operating CNC machine preferred, not required
- Ability to follow written instructions and read blueprint specifications
- Basic computer skills
- Intermediate math skills including long division and decimal places
- Know how to use gages, calipers, measuring tools, and clean sharp edges
- Ability to work efficiently in a fast-paced environment and meet production quotas

Working Conditions

Work is performed in a manufacturing facility, with drill presses, metal cutting, and other industrial equipment. Noise levels fluctuate from moderate to high requiring ear protection. While performing the duties of this job, the employee must wear appropriate personal safety protection equipment. This equipment will vary based upon the work location and type of work being performed but often will include safety glasses and sometimes may include protective clothing.

Physical Requirements

While performing the duties of this job, the employee is regularly required to see, talk or hear. The employee frequently is required to stand; walk; use hands and fingers, handle or feel; and reach with hands and arms. Lifting of items weighing up to (25) twenty-five pounds. Easily move from place to place within the manufacturing facility; reaching for items above and below desk level.

Disclaimer

The preceding job description has been designed to indicate the general nature and essential duties and responsibilities of work performed by employees within this classification. It may not contain a comprehensive inventory of all duties, responsibilities, and qualifications required of employees to do this job.

By signing, I acknowledge that I have read and understand the duties, responsibilities, competencies, disclaimer and other requirements as outlined in this job description.

Name (Please Print)

Date

Signature

Prepared By:	<i>Kate Wolff, HR Manager</i>
Approved By:	<i>Travis Lane, President</i>
Date Approved:	
Reviewed:	