



## Job Description

**Job Title:** CNC Machine Operator / Machinist  
**Department:** Tool Shop **FLSA Job Status:** Non-Exempt  
**Location:** Front Street

**POSITION SUMMARY:** Produces machined parts by setting up and operating a computer numerical control (CNC) machine; maintaining quality and safety standards; keeping records; maintaining equipment and supplies.

### ESSENTIAL DUTIES, RESPONSIBILITIES AND ACCOUNTABILITIES:

- Plans machining by studying work orders, blueprints, engineering plans, materials, specifications, orthographic drawings, reference planes, locations of surfaces, and machining parameters; interpreting geometric dimensions and tolerances (GD&T).
- Plans stock inventory by checking stock to determine amount available; anticipating needed stock; placing and expediting orders for stock; verifying receipt of stock.
- Configure mills and lathes by entering instructions, including zero and reference points; setting tool registers, offsets, compensation, and conditional switches; calculating requirements, including basic math, geometry, and trigonometry; proving part programs.
- Loads machine with work pieces.
- Verifies settings by measuring positions, first-run part, and sample workpieces
- Maintains specifications by observing operations; taking measurements; detecting malfunctions; troubleshooting processes; editing programs; sharpening and replacing worn tools; adhering to quality assurance procedures and processes.
- Accomplishes organization goals by accepting ownership for accomplishing new and different requests; exploring opportunities to add value to job accomplishments
- Meets production goals in terms of cycle time, quantity, and quality.

### Accountabilities of All Employees:

- Using your best efforts and full capability daily to the work assigned to you by your manager.
- Advising your manager if you do not understand the work they have assigned to you, or if the assignment does not fit with your knowledge of the circumstances, current skills or available time and resources.
- Advising your manager of any situations or obstacles that could keep you from accomplishing the work assigned to you.
- Advising your manager of any situations or opportunities that could help you complete or improve the work assigned to you.

- Demonstrating work behaviors consistent with the company values and work within prescribed boundaries, including company policies, standards, procedures and any legislative requirements.
- Seeking special consideration from your manager when unable to work at your best.

### **ADDITIONAL DUTIES AND RESPONSIBILITIES:**

- Maintains safe operations by keeping work area clean and organized and by adhering to safety procedures and regulations.
- Maintains equipment by completing basic preventive maintenance requirements; following manufacturer's instructions; initiating repair work orders.
- Maintains continuity among work shifts by documenting and communicating actions, irregularities, and continuing needs.
- Documents actions by completing required paper and/or electronic logs.
- Updates job knowledge by participating in educational opportunities; reading technical publications.
- Maintain Stock Inventory by checking stock to determine amount available; anticipating needed stock; placing orders for stock.
- Participate in required meetings and training.

### **SUPERVISORY RESPONSIBILITIES:**

- N/A

### **QUALIFICATION REQUIREMENTS:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

#### **Education and Experience:**

- Four year Vocational/Technical School certification/apprenticeship program; or
- Five years experience machining; or
- Equivalent combination of education and experience; or
- Strong Mechanical Aptitude score.

#### **Language Skills:**

- Ability to read and interpret common scientific and technical journals and blueprints.
- Ability to write routine reports and correspondence.

#### **Mathematical Skills:**

- Ability to apply concepts such as basic fractions, percentages, ratios and proportions to practical situations.

### Computer & Software Skills:

- Must be able use personal computer to access and retrieve information

### Reasoning Ability:

- Above-Average Mechanical Reasoning Ability

### CERTIFICATES, LICENSES and REGISTRATIONS:

- N/A

### TRAVEL REQUIREMENTS:

- Minimal (<1%) travel required typically to tradeshow/conferences or training.

### 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.

The table below illustrates the frequency and types of physical requirements for this job.

Physical Requirements	Frequency
required to lift/carry objects weighing less than 15 pounds	routinely (26% - 75%)
lift/carry objects weighing between 15 and 44 pounds	rarely (0% - 5%)
required to lift/carry objects weighing 45 pounds and over	rarely (0% - 5%)
stand	often (> 75%)
walk	routinely (26% - 75%)
Kneel or sit	rarely (0% - 5%)
climb	rarely (0% - 5%)
reach above the shoulders	routinely (26% - 75%)
use hands to finger, handle, or feel objects, tools or controls	routinely (26% - 75%)
Vision - close	often (> 75%)
Vision - distant	rarely (0% - 5%)
Vision – color perception	rarely (0% - 5%)
Repetitive Motion / Repetitive Work	routinely (26% - 75%)

### WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The table below illustrates the frequency and elements the work environment for this job.

Element	Frequency
Exposure to moving mechanical parts	often (> 75%)
Exposure to toxic or caustic chemicals	rarely (0% - 5%)
Risk of Electrical Shock	rarely (0% - 5%)
Nominal Noise Level	<80 db
Peak/Occasional Noise Level	>81 db

**AUTHENTICATION:**

I have read this job description and my supervisor has discussed it with me.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**REVISION RECORD**

<b>Date:</b>	<b>Revision</b>	<b>Note:</b>
07/25/2012	0	Original issue.