



Job Description

Job Title: CNC Machinist
Department: Machine Shop
Reports to: Director of Manufacturing
FLSA Status: Non-Exempt/Hourly

SUMMARY

CNC Operator sets up, operates, and maintains the CNC Lathe and/or Mill machines.
Hours: Monday – Thursday; 4:00 p.m. to 2:30 a.m.

REASONABLE ACCOMMODATIONS STATEMENT

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable Accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

EDUCATION AND/OR EXPERIENCE

- High School diploma or GED
- 1 – 3 years related experience

REQUIRED SKILLS

- Basic Math: ability to add, subtract, multiply, divide, fractions, and decimals.
- Some knowledge of basic trigonometry for angles and arcs.
- Basic computer skills/Microsoft office

ESSENTIAL FUNCTIONS STATEMENT

- Entry level requirements
 - Basic understanding of CNC machine language/codes.
 - Read drawings.
 - Must be able to interpret or identify correct bill of material.
 - Adhere to guidelines and procedures as defined.
 - Work from a bill of material (BOM) and bill of operations (BOO)
 - Perform inspection of workpiece using gauge equipment
 - Routine maintenance of machine tool
 - Perform necessary duties using manual equipment.

- Level 2 CNC machinist
 - Tooling knowledge and maintenance
 - Knowledge of various types of raw materials
 - Identify problems with tooling, machine function, and raw materials.

- Able to perform setup of machine tool from process instructions.
- Capable of inspection and validation of first piece
- Ability to adjust or modify CNC programming as needed.
- Be familiar with the principles and techniques associated with Lean Manufacturing
- All other functions/responsibilities assigned by the manager.

Level 3 CNC machinist

- Capable of development and implementation of CNC machining process. IE CNC programming, process tooling, work holding, process documentation, and first article validation.
- Full competency in lathe, mill, and multi axis
- Understanding of automation in conjunction with machining.

POSITION QUALIFICATIONS

Competency Statements

- Personal Attitude and Integrity – Ability to display a positive attitude regarding work and co-workers.
- Judgment/Decision Making – Ability to make thoughtful decisions. Ability to accept accountability.
- Dependability – Ability to meet work standards and attendance requirements of the position.
- Quality – Ability to actively support SOR quality standards.
- Problem Solving/Implementation – Ability to deal with varying workload requirements, manages change effectively. Organizes tasks in a logical sequence and identifies resources required for work plans.

PHYSICAL DEMANDS

Required to report to work punctually as scheduled and to work all schedules hours and any required overtime.

Physical Demands

		<i>Lift/Carry</i>	<i>Push/Pull</i>
<u>F</u>	Stand	<u>C</u> 10 lbs or less	<u>C</u> 12 lbs or less
<u>F</u>	Walk	<u>C</u> 11-20 lbs	<u>C</u> 13-25 lbs
<u>F</u>	Handling / Fingering	<u>F</u> 21-50 lbs	<u>F</u> 26-50lbs
<u>F</u>	Reach outward		
<u>F</u>	Reach above shoulder		
<u>O</u>	Climb		
<u>N</u>	Crawl		
<u>F</u>	Squat or kneel		
<u>F</u>	Bend		

Other Physical Requirements

Ability to wear Personal Protective Equipment (PPE)

<u>N</u>	Respirator
<u>O</u>	Ear protection
<u>C</u>	Safety glasses
<u>C</u>	Steel-toed safety shoes/boots
<u>O</u>	Other (specify)

N (Not Applicable) Activity is not applicable to this occupation.

O (Occasionally) Position requires this activity up to 33% of the time (0 - 2.5+ hrs/day)

F (Frequently) Position requires this activity from 33% of the time (2.5 - 5.5+ hrs/day)

C (Constantly) Position requires this activity more than 66% of the time (5.5+ hrs/day)

WORK ENVIRONMENT

Exposure to dust, non-hazardous chemicals, moderate noise levels, moderate temperatures, and occasionally high noise levels.

REQUIRED TRAINING

All required training is determined by the department supervisor and/or manager. Procedures critical to this position can be identified as such on the Department Training Matrixes which are located in the Human Resources Department.

COMPANY STATEMENT

The Company has reviewed this job description to ensure that essential functions and basic duties have been included. It is intended to provide guidelines for job expectations and the employee's ability to perform the position described. It is not intended to be construed as an exhaustive list of all functions, responsibilities, skills and abilities. Additional functions and requirements may be assigned by supervisors/managers as deemed appropriate. This document does not represent a contract of employment, and the Company reserves the right to change this job description and/or assign tasks for the employee to perform, as the Company may deem appropriate.