

CNC Operator/Programmer

Reports to: Shop Manager

Direct Report(s): None

FLSA status: Non-exempt

Date Approved: July 2011

Essential Duties and Responsibilities:

- Create and/or debug programs per drawings and diagrams.
- Modify programs to account for problems encountered during operation and save modified programs.
- Adjust machine feed and speed, change tools, or adjust machine controls when automatic programming is faulty or if machines malfunction.
- Generate and adapt equipment and technology of tools and equipment needed to complete various jobs.
- Measure dimensions of finished work pieces to ensure conformance to specifications, using precision measuring instruments, templates, and fixtures.
- Mount, install, align, and secure tools, attachments, fixtures, and work pieces on machines, using hand tools and precision measuring equipment.
- Operate manual lathe, mill and grinder to build special parts, jigs and fixtures.

Physical Demands:

- Dexterity of hands and fingers.
- Ability to sit or stand for extended periods of time.
- Ability to see details at a close range.
- Ability to hear and understand speech at normal levels.
- Ability to speak so others will be able to clearly understand a normal conversation, both in person and over the telephone.

Qualifications:

- Mechanical-Knowledge of machines and tools, including their designs, uses, repair, and maintenance.
- Mathematics-Knowledge of arithmetic, algebra, geometry, statistics, trigonometry and their applications.
- Production and Processing-Knowledge of raw materials, production processes, machining values, techniques, principle tooling and design.

Job Requirements:

- Operation and Control-Job requires controlling operations of equipment or systems.
- Analytical Thinking-Job requires analyzing information and using logic to address work-related issues.
- Cooperation-Job requires being pleasant with others on the job and displaying a good natured and cooperative attitude.
- Dependability-Job requires being reliable, responsible, and dependable, and fulfilling obligations.
- Attention to Detail-Job requires being careful about detail and thorough in completing work tasks.
- Initiative-Job requires a willingness to take on responsibilities and challenges.