

Position Description

CNC Machinists

Updated : August 2023

Classification: Non-Exempt

Reports To: Production Supervisor

Position Purpose: Advanced-level role that is responsible for the daily setup and operation of a variety of machinery that supports the production needs of the organization.

Organization Relationships: This position reports to the Production Supervisor and will interact on a regular basis with other machinists and management. This position works cooperatively with other organization staff.

Principal Accountabilities/Essential Functions:

- Set up and operate CNC machines to perform one or more machine functions and set up future jobs while machines are operating.
- Measure dimensions of finished workpieces to ensure conformance to specifications, using precision measuring instruments, templates, and fixtures.
- Mount, install, align, and secure tools, attachments, fixtures, and workpieces on machines. Listen to machines during operation to detect sounds such as those made by dull-cutting tools or excessive vibration and adjust machines to compensate for problems.
- Modify cutting programs to account for problems encountered during operation, save modified programs, and submit them to Manufacturing Engineer.
- Calculate machine speed and feed ratios, as well as the size of position cuts, control coolant needs.
- Check to ensure that workpieces are properly lubricated and cooled during machine operation.
- Confer with supervisors or programmers to resolve machine malfunctions and production errors and to obtain approval to continue production.
- Provide backup support to Machinist, I & II staff for planned and unplanned absences.
- Attendance is an essential function of this position.
- Performing all other duties as assigned.

Qualifications:

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:

- High School diploma
- Preference is given to candidates with an Associate of Arts or Technical degree
- Minimum of three years prior machine experience
- Advanced working knowledge of CNC and Manual machining components and operations

Language Skills:

- Clear and concise written, verbal, and interpersonal communication skills that produce desired results.
- Current working experience with single position milling fixtures and stand drill jigs
- Ability to effectively present information and respond to questions from internal and external customers which includes program staff, managers, clients, regulatory agencies, and vendors.
- Capable of reading and interpreting information, such as reports, general correspondence, and the ability to share with others as needed.
- Ability to use a personal computer and standard business and other work-related software with minimal instruction.

Mathematical Ability:

- Ability to add, subtract, multiply, and divide into all units of measure, using whole numbers, fractions and decimals.
- Review program specifications or blueprints to determine and set machine operations and sequencing, finished workpiece dimensions, or numerical control sequences.

Mental Essential Functions and Reasoning Ability

- Proven active listening, decision-making, and customer service abilities.
- Intermediate analytical, research, deductive reasoning, and decision-making abilities.
- Ability to work and prioritize independently with the capacity to collaborate with others.
- Strong time and organizational abilities with the ability to seek assistance in a professional manner.
- Manage multiple projects simultaneously with minimal supervision while maintaining attention to detail.
- Capable of demonstrating an understanding of and being sensitive to serving a culturally diverse population.
- Demonstrated ability to learn and apply newly acquired skills, knowledge, and feedback.
- Ability to maintain confidentiality and comply with professional ethics and standards.

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.

- While performing these duties the person is regularly required to walk, stand, sit, bend, climb stairs, kneel, or crouch and successfully demonstrate the ability to write and use a computer, operate electronic devices, and operate a variety of hand and power tools.
- Employees in this position may need to regularly lift at least 10 lbs. and up to 50 pounds occasionally and may need to exert themselves while performing the above-mentioned duties.
- Perform a variety of physical labor including climbing ladders, bending, kneeling, reaching, and standing for long periods of time. Also includes being able to lift boxes, tools, equipment, and materials.
- Must be able to wear the mandatory PPE.
- Ability to work in a manufacturing environment. Can be hot in the summer and cold in the winter.
- Reasonable accommodations will be made as needed to assure staff is safe. Assistance will be provided if the employee is unable to complete a task.

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 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.

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