



CNC MACHINIST

Position Overview

A CNC Machinist will setup and program CNC machines (lathe and/or mill). This individual will also run production runs, communicate with co-workers regarding production runs, and maintains a safe, organized, and clean work environment. This classification will work on a variety of parts and machines based on customer needs.

Essential Job Functions:

- Perform typical machine shop operations
- Detect and report defective materials or questionable conditions to management to supervisor
- Read and interpret basic blueprints to assemble products
- Perform inspection of machined products
- Complete and maintain paperwork for a variety of parts
- Create original CNC machine programs
- Set up manual and CNC machine tooling
- Inspect parts to ensure customer standards and needs
- Maintains work area and equipment in a clean and orderly condition and follows prescribed safety procedures
- Must be familiar with the basic machine functions in order to perform the tasks stated above
- Coach and mentor employees
- All other duties as assigned by manager

Non-Essential Job Functions:

- Work off blueprints to develop processes and tooling to make product
- Perform Preventive Maintenance and routine maintenance on equipment and machines
- Operate forklifts to load and unload materials and deliveries to and from storage or machine areas

Qualifications:

- Graduated from a certified technical school or have 2-5 years of proven experience as a CNC Machinist in a machine shop environment is required
- Be able and willing to comply with all company policies and procedures, including all safety regulations
- Attention to detail as well as making sure all paperwork is accurate and legible and submitted on time
- Ability to use a computer to look up and record data
- Ability to read and interpret basic blueprints is required

- Use analytical skills to read and understand blueprints, models, and other specifications to put machinery together
- Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals
- Mechanical aptitude is needed
- Ability to solve practical problems and deal with a variety of concrete variables
- Communication and reasoning skills

Physical Demands:

- Must be able to remain in a stationary position 80% of the time
- Constantly using hands and fingers to operate a machine and other office equipment
- Must be able to frequently lift, push, pull, carry, stoop, kneel, bend, climb, and walk
- Must be able to perform, but not limited to, the following tasks: milling, turning, drilling, tapping, de-burring, sawing and sanding

Work Environment:

- Works in a manufacturing environment
- Exposed to air contamination (dust, odor, and fumes)
- Heated and ventilated production floor

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.