



Title: CNC Machinist (Mill or Lathe)

Classification: Hourly, Non-Exempt

Reports to: Manufacturing Manager

Date: 10/2022

In the performance of respective tasks and duties all HART employees are expected to perform his/her work in accordance with the HART values: Integrity, Quality, Customer-Employee-Family Focused, Continuous Improvement, Accountability and Safety.

Summary/Objective

A CNC Machinist Produces machined parts by programming, setting up, and operating a computer numerical control (CNC) machine; maintaining quality and safety standards; keeping records; maintaining equipment and supplies.

Essential Functions

- Prepare and operate CNC machines to perform tasks such as drilling, grinding, milling, turning, etc.
- Understand specifications of the task at hand and the desired result by reading blueprints, mechanical drawings etc.
- Translate instructions into computer commands so the machines can perform the correct function
- Prepare and load raw materials and parts onto the machines
- Prepare a test run to check if the machines produce outputs according to specifications
- Set machines to complete full cycles to fabricate required number of parts
- Supervise the machines while they execute the tasks and make any necessary adjustments to produce a better result
- Inspect and measure finished products and compare them with requirements to determine if the process has been completed properly
- Perform all secondary and manual machining functions required to produce a quality part
- Check and maintain machinery daily to ensure functionality



- Maintains the work area and equipment in a clean, orderly condition and follows prescribed safety procedures.
- Completes and maintains paperwork for parts.
- Assists in other work areas as needed such as assembly, inspection, building/grounds maintenance.

Competencies

1. Communication Proficiency.
2. Mathematical Skills.
3. Mechanical Capacity.
4. Technical Capacity.
5. Time Management.

Supervisory Responsibility

This position has no direct supervisory responsibilities.

Work Environment

While performing the duties of this job, the employee is frequently exposed to moving mechanical parts and vibration. The noise level in the work environment can be loud.

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 the duties of this job, the employee is regularly required to talk or hear. The employee is frequently required to stand; walk; use hands to finger, handle or feel; and reach with hands and arms. The position requires frequent lifting, pushing and pulling objects that are 30 pounds or heavier.

Position Type and Expected Hours of Work

This is a full-time position. Days and hours of work are Monday through Friday, 7:00 a.m. to 3:30 p.m. Flex hours may be allowed.

Travel

No travel is expected for this position.



Required Education and Experience

1. High school diploma or graduation from a certified technical school, preferred
2. Minimum one year of related experience, preferred

Additional Eligibility Qualifications

- Proven experience as CNC operator
- Skill in operating CNC machinery and tooling as well as precision measurement tools
- Ability to read and interpret mechanical documents and drawings
- Computer savvy with basic understanding of computer programming and CAD/CAM
- Mechanical aptitude and good math skills
- A keen eye for detail and results-driven approach
- Good communication abilities

AAP/EEO Statement

HART Design & Manufacturing is an Equal Employment Opportunity Employer. Women, minorities, veterans, and individuals with disabilities as well as other qualified individuals are encouraged to apply. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity or national origin or other protected class status.

Other Duties

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

Signatures

This job description has been approved by all levels of management:

Director of Operations _____

HR _____

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Employee _____ Date _____