

Job Title: CNC Set up Operator and Toolroom Associate

Reports to: Department Lead

FLSA Status: Non-exempt

Summary of duties and responsibilities: To perform in a pleasant, professional, and efficient manner the setting up and processes involved with the CNC operation of Medalcraft Mint's mechanical cutting of die blocks for production. The goal is to work with a team and strive optimization and throughput for die-cutting, planning to be ahead of schedule as much as possible. Also assist in operating the CNC's associated with cutting into the medals or medallions. Adhere to Medalcraft's company goals and values by performing duties in a manner that is consistent with being a team player and supports the continued growth of the company.

1. Working with a team, learn to effectively set up and operate all four CNC machines (three Datrons and one ROKU), ensuring they are running optimally and to full utilization.
2. Be able to understand time to cut dies, and schedule in a manner that is the most efficient for optimization of the department.
3. Understand and apply the quality standards expected of a cut die; learn to clean up and also test for efficiency in production.
4. Work with the Toolroom Lead on any concerns or issues that may hinder completion date, bringing forth ideas to fix the problem.
5. Provide support as needed to operate the two CNC machines (HURCO's), the Haas, wet grinder and CNC lathe that are dedicated to cutting unique shapes, edges, slots, etc to the coin, medal or medallion itself.
6. Be able to read and understand the work order paperwork to do the job correctly, asking questions if anything is unclear.
7. Work with a sense of urgency and motivation to get work complete and see challenges as an opportunity.
8. Learn other areas of the toolroom to be of an added resource: sharpen/build trim tools, drill coins, help in clean up, etc.
9. Responsible for maintaining standard operating procedures on the CNC machines.
10. Monitor maintenance needs and communicate appropriately to the maintenance dept as necessary.
11. Use critical thinking to identify and implement methods and processes to cut waste and increase cost savings.
12. Communicate effectively and on-going with the Toolroom Lead on the daily schedule, prioritization, assigning of the jobs to the machine(s).
13. Use critical thinking to identify and trouble shoot problems and work towards a solution in a timely manner.
14. Keep work area and equipment clean and organized.
15. Must adhere to all OSHA safety rules and regulations.
16. Other duties as assigned by management.

Education, prior work experience and specialized skills: Associate's Degree in a related field strongly desired, with three to five years CNC experience, and a strong mechanical background. An attention to quality, detail, and an appreciation of deadlines is essential. Strong communication skills are imperative, as well as the ability to work independently and with motivation.

Physical environment/working conditions: This position is in a manufacturing environment. Must be able to lift/push/pull objects that are 50 lbs frequently throughout the day, stand for long periods of time, as well as physically quickly move throughout the department and to other departments. Specific personal protective equipment must be worn: ear plugs, safety glasses, steel-toed shoes, etc.

Equipment/Machinery Used: All machines and tools necessary to perform the position, including but not limited to Computer Numerically Controlled (CNC) machines, tooling, fixtures, die blocks, micrometers, gauges, etc.

Other: This job is performed in a fast-paced environment with a high attention to quality. This role requires the individual to communicate often with the Toolroom Lead. A positive, can-do attitude is a must!

Management Signature: _____

Date: _____

Human Resources Signature: _____

Date: _____

Employee Signature: _____

Date: _____