

Position Title: CNC Machine Operator – Level I
FLSA Status: Non-Exempt
Reports To: Operations Manager, Team Leader and/or Shift Supervisor
Date Created: October 2024
SOC Classification: 51-4040 Machinists
Job Type: Part-time and/or Full-Time. Schedule variances may apply.
Job Schedule: Four 10-hour shifts per week. Work requirements may include additional hours as the need arises.



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Position Summary: This position is responsible for setting up and operating a variety of machine tools to produce precision parts and instruments, including precision instrument makers who fabricate, modify, or repair mechanical instruments. This position may also fabricate and modify parts to make or repair machine tools or maintain industrial machines, applying knowledge of mechanics, shop mathematics, metal properties, layout, and machining procedures.

Essential Job Functions

- Operate one (1) or more types of CNC production equipment.
- Perform basic math skills.
- Perform basic gauge tasks (caliper, micrometer, go/no-go, etc.)
- Complete required documentation such as WIP sheets and production records.
- Understand basic machining functions.
- Perform general preventative maintenance tasks.
- Work under immediate supervision of a trainer or team leader.
- Learn to identify tool wear and change tools.
- Learn basic print reading skills such as interpreting orthographic projects, isometric views, and identifying tolerances.
- Keep work areas clean and maintain tools and area in safe operating condition.
- Job duties are not limited to those listed and may be asked to perform similar or incidental work of a comparable, lower, or higher level.

Qualifications

- High School Diploma or equivalent, required.
- Prior experience with CNC machining, knowledge of gauges, and tooling is preferred.

Training Necessary

- Basic orientation including safety training (see Safety Manual).
- Company policies and procedures (see Employee Manual).
- Basic CNC Horizontal Machine Center Training.
- Basic CNC Lathe Training.
- Basic CNC Vertical Machine Center Training.
- Quality Records Training and Procedures (see Quality Manual).
- ISO 90001-2000_Quality Policy.
- Job Packet and Material Handling.
- Shop Floor Procedures.
- Product Identification.

Culture

Focusing on internal and external customers, we work as a team to constantly challenge ourselves to drive success in everything we do. We put our egos aside, act with integrity, and create a positive experience for both our employees and customers alike. A commonsense business approach focused on products and people. Quality in Every Dimension.

Core Values

Grit: Embrace the Suck, Figure it Out-Get it Done-Make it Better, Urgency

Humbly Confident: No Arrogance, Know Your Stuff, Be Vulnerable, Challenge Directly

Team Player: Effective Communication, Selfless, Actively Listen, Be Hungry, Be Accountable

Fun: Make the Best of Everything, Positive Vibes

Performance Evaluations

Standard evaluation forms will outline and summarize ongoing monitoring of efficient and accurate operator responsibilities, abilities, and characteristics, completion of assigned jobs, and training goals. Employees will want to track and include

examples of continuous improvement. The supervisor will outline duties, skills, and requirements expected for consideration of advancement in position and compensation.



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Physical Requirements

Frequency definitions: Never = 0%, Seldom = 1-10%, Occasional = 11-33%, Frequent = 34-66+%

Function	Occurrence	Weight
Lifting and carrying	Frequent	Up to 100 pounds (Hoists, Forklifts available)
Range of Motion:		
Bend	Frequent	
Squat	Occasional	
Climb	Seldom	
Crawl	Seldom	
Twist	Occasional	
Kneel	Seldom	
Stand	Frequent	
Sit	Seldom	

Working Environment

While performing the duties of this job, the employee will be exposed to a dry, well-lit work environment. No extreme temperatures (<32F or >110F). No vibratory exposure per day. No extremes in audiometric exposure (>80 Decibels). No known air quality issues in facility.

Disclaimer

This job description, and any other employment policies, are not intended to create a contractual relationship with you. Each employee of *The World Class Manufacturing Group, Inc.* is an at-will employee. Please refer to the company Employee Manual for further information.

Employee Acknowledgment

I acknowledge that I have received, read, and understand the duties and expectations for the job listed above. I agree to perform the duties outlined and to comply with all standards established in the performance of this job.

Employee Signature: _____

Date: _____

Employer Signature: _____

Date: _____