

**Job Title:** CNC Operator - Machinist  
**Department:** Production  
**Reports To:** Machine Shop Supervisor  
**FLSA Status:**  
**Prepared By:** Rich Laub  
**Prepared Date:** 1-03-2018  
**Approved By:** Rich Laub  
**Approved Date:** 1-03-2018

## SUMMARY

Sets up and operates conventional, special purpose, computerized numerical control (CNC), and machining centers to fabricate metallic and nonmetallic parts by performing the following duties. Mazak and Haas experience is a plus.

**MINIMUM REQUIRED TOOLS** Machinist should have include: Micrometers - 0-3", Caliper - 0-6, Inside Mic - 1/2-6, Telescope Gage - 1/2-6", Combination Square Set, 6"-12"-18" Scale, Basic Layout Tools, Basic Hand Tools, 1" Travel Indicator, Last Word or Similar Indicator, Mag Base for Indicator, Roll-a-Round Tool Box, Machinery Handbook.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. Other duties may be assigned.

I. Take responsibility for conformance to print and quality of all work produced.

Ensure work piece finish, appearance, protection and handling is to the highest standards.

Select, align, and secure holding fixtures, cutting tools, attachments, accessories, and materials on machines such as mills, lathes, jig borers, grinders and shapers; and return after use, to their proper storage location, clean and ready to be used again.

Calculate and set controls using current industry practices to regulate machining factors such as speed, feed, depth and angle of cut.

Enter parameters to optimize programs and return to standard parameters after job is finished.

Recommend methods such as jigs, fixtures, and tooling that will improve efficiency and quality of finished products.

Fit and assemble parts into complete assembly, when assigned.

Verify dimensions and alignment of assembly, when assigned.

Confer with shop lead, engineers, production personnel, programmers, or others to resolve machining or assembly problems.

II. Meet or exceed time standards on set-up and run time on jobs.

Set up and run jobs to achieve optimum efficiency and still maintain tolerances and finish per job specifications.

Maximize efficiency of output and time by utilizing additional resources whenever and wherever possible.

III. Responsible for compiling and maintaining accurate time keeping data including set-up times, run times, inspection times etc., as required, on Work Orders, Production Logs, and machining procedures.

IV. Maintain and help improve work areas and organization of shop tools, fixtures, gages and measuring equipment.

V. Work and communicate well with others.

VI. Is responsible for the reasonable care of machinery, equipment and tooling. This is to include checking and maintaining proper levels of lubrication, oiling tables and ways, cleanup following jobs, maintaining machine adjustments, etc.

Perform routine and corrective maintenance on machines used.

Maintains cleanliness and organization of work areas and machines.

**SUPERVISORY RESPONSIBILITIES: None**

**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/or EXPERIENCE:** One year certificate from college or technical school; or **five year minimum** related experience and/or training; or equivalent combination of education and experience.

**LANGUAGE SKILLS:** Ability to read and interpret documents such as **prints, parts drawings**, safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports, **production reports**, and correspondence. Ability to speak effectively before groups of employees of organization. Ability to record and maintain machine maintenance records.

**MATHEMATICAL SKILLS:** Ability to work with mathematical concepts such as probability and statistical inference, and fundamentals of plane and solid geometry and trigonometry. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

**REASONING ABILITY:** Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

**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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand and use hands to finger, handle, or feel. The employee frequently is required to walk; reach with hands and arms; stoop, kneel, crouch, or crawl; and talk or hear. The employee must frequently lift and/or move up to 100 pounds and occasionally lift and/or move more than 100 pounds. Specific vision abilities required by this job include close vision, peripheral vision, depth perception, and ability to adjust focus.

**WORK ENVIRONMENT:** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly exposed to moving mechanical parts. The employee is frequently exposed to fumes or airborne particles and vibration. The employee is occasionally exposed to risk of electrical shock. The noise level in the work environment is usually moderate.

I am signing that I can do the job as described above.

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Signature

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Date