

JOB DESCRIPTION

JOB TITLE: CNC Machinist

FLSA STATUS: Non-Exempt (OT Eligible)

SUMMARY:

A CNC machinist uses technical and mathematical skills to program and operate computer-controlled machines to produce precision metal or plastic parts.

DUTIES AND RESPONSIBILITIES:

- Operating a CNC Mill and/or CNC Lathe.
- Setup of Work Holding devices on CNC's.
- Programming of CNC's for detail machining.
- Setup of Tools in CNC's.
- Manual Machining processes.
- Perform Quality Checks.
- Blueprint and Drawing Reading.
- Project Time Management.
- Machine Maintenance and area cleaning.
- Constant process improvements.
- Communication with other departments and customers.
- Support Assembly in possible rework machining.
- Performs other related duties as assigned by management.

SUPERVISORY RESPONSIBILITIES:

- This job has no supervisory responsibilities.
- Supervisory actions would be limited to project-based applications, whether at our facility or on the job site.

QUALIFICATIONS:

- 2+ years of CNC Mill and/or CNC Lathe Experience.
- Autodesk Fusion 360 or similar programming experience is required.
- Versed in using Micrometers, Calipers, and other measurement devices.
- Versed in reading/interpreting blueprints, sketches, and drawings.
- Knowledge of Machining Processes and Capabilities.
- Mechanical aptitude.
- Knowledge of manual machining equipment (mill, lathes, welders, etc)
- Confident and Professional Speaking abilities when interacting with Customers or internal departments.
- Must be organized and self-motivated to ensure proper time management on projects.
- Exposure to design techniques, tools and principals involved in the production of technical plans, blueprints, drawings and models.
- Must be punctual and will be held accountable for work performance.
- Able to pass pre-employment drug screen and background check.

COMPETENCIES:

- **Ethics** - Treats people with respect; Keeps commitments; Inspires the trust of others; Works with integrity and ethically; Upholds organizational values.
- **Attendance/Punctuality** - Is consistently at work and on time; Ensures work responsibilities are covered when absent; Arrives at meetings and appointments on time.

- **Dependability** - Follows instructions, responds to management direction; Takes responsibility for own actions; Keeps commitments; Commits to long hours of work when necessary to reach goals; Completes tasks on time or notifies appropriate person with an alternate plan.
- **Initiative** - Volunteers readily; Undertakes self-development activities; Seeks increased responsibilities; Takes independent actions and calculated risks; Looks for and takes advantage of opportunities; Asks for and offers help when needed.
- **Oral Communication** - Speaks clearly and persuasively in positive or negative situations; Listens and gets clarification; Responds well to questions; Demonstrates group presentation skills; Participates in meetings.
- **Problem Solving** - Identifies and resolves problems in a timely manner; Gathers and analyzes information skillfully; Develops alternative solutions; Works well in group problem solving situations; Uses reason even when dealing with emotional topics.
- **Teamwork** - Balances team and individual responsibilities; Exhibits objectivity and openness to others' views; Gives and welcomes feedback; Contributes to building a positive team spirit; Puts success of team above own interests; Able to build morale and group commitments to goals and objectives; Supports everyone's efforts to succeed.
- **Written Communication** - Writes clearly and informatively; Edits work for spelling and grammar; Varies writing style to meet needs; Presents numerical data effectively; Able to read and interpret written information.

PHYSICAL DEMANDS AND WORK ENVIRONMENT:

- Must be able to lift 30-50lbs.
- Must be able to work at different height levels while servicing equipment.
- Must be able to work in confined spaces.

The Company provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.

The above job description is intended to describe the general content of and requirements for the performance of this job. It is not to be construed as an exhaustive statement of duties, responsibilities or physical requirements. Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time with or without notice. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.