Job Description - Essential Duties and Responsibilities include the following. Other duties may be assigned:

- Write programs for 3, 4, and 5 axis machining centers including complex surfaces
- Create user friendly programs for minimally skilled operators, with focus on ease of use.
- Provide tooling and fixturing recommendations as applicable.
- Maintains electronic files for all programs
- Continually works to improve and optimize programs
- Stays current with the latest technology and software upgrades
- Perform safe operation of machines
- Read and understand drawings, specifications, and documentation
- Take measurements and records them on the inspection sheets
- Plans machining by studying work orders, blueprints, engineering plans, materials, specifications, orthographic drawings, reference planes, locations of surfaces, and machining parameters.
  - Interprets geometric dimensions and tolerances
  - Communicates with Materials when a material issue arises.
  - Calculates requirements including basic math and adjusting three and four-jaw chucks, tools, attachments, collets, bushings, cams, gears, stops, and stock pushers.
- Loads machine by lifting stock into position.
- Verifies setting by measuring positions, first-run part, and sample workpieces, adhering to standards
- Detecting malfunctions
- Updates job knowledge by participating in educational opportunities, reading technical publications
- Maintains the cleanliness of their work station. This includes wiping down the machines, cleaning any oil spills and putting things back where they belong.
- Understand and comply with company policy safety guidelines, quality systems requirements and housekeep standards.
- Maintain equipment by completing preventive maintenance requirements; following manufacturer’s instructions; troubleshooting malfunctions; reports need for machine repair.

Competencies - To perform the job successfully, an individual should demonstrate the following competencies:
• Attendance/Punctuality - Is consistently at work and on time.

• Dependability - Follows instructions, responds to management direction.

• Safety and Security - Observes safety and security procedures; reports potentially unsafe conditions; uses equipment and materials properly.

• Process Improvement

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:

• Equivalent to high school education or related experience or training; or equivalent combination of education and experience.

Language Skills

• Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write simple correspondence. Ability to effectively present information in one-on-one and small group situations to customers, clients, and other employees of the organization.

Reasoning Ability

• Ability to apply common sense understanding to carry out detailed but uninvolved written or oral instructions. Ability to deal with problems involving a few concrete variables in standardized situations.

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 frequently required to stand and walk. The employee is occasionally required to use hands to finger, handle, or feel and reach with hands and arms. The employee must occasionally lift and/or move up to 30 pounds. Specific vision abilities required by this job include close vision, distance 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.

• Work near moving mechanical parts.

• While performing the duties of this Job, the employee is occasionally exposed to moving mechanical parts. The noise level in the work environment is usually moderate to loud.
Experience

• CNC Operator: 2 years (Cutting Tool Experience Preferred)
• Walters or ANCA CNC Grinding Machines: 2 years (Preferred)
• Tool Studio (Preferred) (Walters Software – 3D Package for grinding)

Education

• High school or equivalent (Required)
• College Degree (Preferred)

Qualifications

• Strong Work Ethic
• Use of Measurement Tools
• Multitasking

Behaviors

• Team Player/works well as a member of a group
• Functional Expert/considered a thought leader on a subject

Motivations

• Ability to Make an Impact/inspired to perform well by the ability to contribute to the success of a project or the organization

Education Requirements

• High School
• Preferred/Bachelors or better in Engineering.

Experience Preferred

2 years: Tool Studio (Preferred)
2 years: Walter or ANCA CNC Grinding Machines (Preferred)
3 years: CNC operator