

Job Title	CNC Machinist	Levels	1, 2
Department	Machining	Classification	Non-Exempt
Report To	Machining Operations Manager	Benefits	All
Day Shift	Mon-Thurs, 10 hours: 7:00am-5:00pm + flex time	Background Checks	Previous Employment: Yes I-9: Yes Criminal: Yes
Night Shift	Mon-Thurs, 10 hours: 6:00pm-4:30am		
Weekend Shift	Fri-Sun, 12 hours: 6:00am – 6:30pm		
Status	Full Time - 40 hours OT required at times	Travel	N/A

General Purpose:

Responsible for set up and operation of computer numerical control (CNC) vertical mill. Purpose is to produce quality parts to be used in the assembly of our machinery.

Essential Functions:

- Selects correct material for work order
- Operates controls to ensure the program is correct
- Positions and secures work piece in vise or on jig according to machining sequence
- Loads program into machine and puts proper tooling in place according to work order
- Uses probe to touch-off part
- Navigates program to verify tooling
- Deburrs finished parts
- Cleans part after it is made to remove markings
- Marks each part with work order information
- Places each part in the designated location
- Replaces broken tooling in the machine
- Confers with CNC programmers to resolve program errors
- Restarts machine mid-program
- Performs maintenance checks on machines daily and reports any concerns to manager
- Works with other CNC machinists to keep all machines in production
- Meets agreed upon objectives and deadlines
- Uses basic understanding of code for feeds and speeds to fix errors
- Enters commands or manually adjusts machine controls to correct malfunctions or tolerances (machine binding)
- Calibrates a tool touch off and probe
- Performs scheduled maintenance on machines as required
- Takes initiative towards solving ones' own problems
- Assists and trains other CNC operators by answering questions, showing them the ropes, and helping them excel
- Learns and understands basic programming knowledge and multiple part set-ups (replicate programming)

Supplementary Functions:

- Cleans work area daily including emptying chip barrels, washing and cleaning out machines, mopping floor areas, cleaning benches and papers
- Shows a strong eagerness to learn



- Exhibits a positive attitude toward other employees and the company
- Participates in company meetings

Education, Experience and Qualifications:

Level 1

- High school diploma or GED equivalent
- One year work related experience

Level 2

In addition to Level 1:

- Efficient at Level 1 tasks

Job Knowledge, Skills and Abilities:

Level 1

- Knowledge of various material types
- Knowledge of different tooling and what each are used for
- Uses hand tools and power tools at a basic level
- Reads and understands CAD prints
- Basic mechanical knowledge
- Basic mathematical knowledge
- Displays great attention to detail
- Exhibits a “think like the business owner” mentality
- Must be able to work independently
- Must be able to understand both verbal and written instructions and follow them with precision
- Exhibits clear communication (verbal and written)
- Demonstrates basic computer literacy with common computer programs such as MS-Word, MS-Excel, and MS-Outlook
- Displays machining knowledge

Level 2

- Ability to problem solve to find the most efficient way to complete tasks
- Ability to troubleshoot programs at the machine and fix errors

Working Environment:

Manufacturing environment: may be exposed to loud noises, sharp tools, jagged material, aluminum and plastic shavings, and machinery that has moving parts

Physical Requirements:

- Lift up to 40 pounds
- Standing for long periods of time