

# **JOB DESCRIPTION**

## **\*\*\* CNC PROGRAMMER / OPERATOR \*\*\***

**Hours:** Mon – Friday 7:00-500; *plus* every other Saturday from 8:00 – 1:30

**Status:** Fulltime / Hourly

**Reports To:** VP of Operations + Machine Shop Lead

**Purpose:** Assist with programming and set-up. Help meet manufacturing/production schedules. Enhance machine work optimization. Produce a quality product per print specifications.

**Ideal Candidate:** Can perform CNC machining tasks: **program, set-up, operate**; has hands on experience using **Haas CNC machines (both Mills & Lathes)**; Will help prioritize departmental goals to meet company manufacturing/production requirements and shipping schedules; and can help fill-in for department lead when absent.

### **Requirements**

- Minimum 5 years hands-on CNC machining: **programming and set-up experience required**
- Strong mechanical aptitude of CNC machine shop operations, preferably in the automotive industry
- Working knowledge of Haas equipment: lathes, drills, milling machines and hand tools
- A self-starter, with demonstrated ability to setup machines and run jobs with minimal supervision
- Can read and interpret print drawings and use precision measuring equipment
- Understands basic engineering principles and fabrication
- Able to perform general math calculations
- Excellent time management skills required
- Knowledge of Microsoft Office: Word, Excel and Outlook
- Can compose and maintain spreadsheets with statistical data
- Detail oriented with large emphasis on accuracy
- Reliable with strong work ethic, and Team Player mentality
- **\*\*\* Must be able to work daily overtime and every other Saturday \*\*\***

### **Job Duties**

- Programs, sets up, operates, and tends mills, lathes and turning machines
- Reviews specifications to determine setup procedure, machine sequence and dimensions
- Reads blue prints, Bill of Material, and other specifications to determine product requirements
- Confirms conformance of finished work specifications, using measuring and inspection tools as necessary
- Lifts metal stock or work pieces manually, and positions and secures them in machines, using fasteners and hand tools
- Manages time to ensure production cycles are met as specified
- Adheres to company quality standards
- Checks work product and makes necessary offset changes to ensure a quality product
- Inspects product and documents statistical data as required for company organizational / safety records
- Helps with PM/Preventative Maintenance
- Keeps work area clean and organized
- Adheres to company safety procedures
- Performs additional operations/machine shop duties per supervisor/leads direction

### **Education/Experience**

- High School Diploma or equivalent
- 5+ years CNC Programming, plus Mill and Lathe manufacturing experience