

Job Description – CNC Machine Set-up and Operator

I. PURPOSE OF THE JOB

Setup, operate and maintain CNC Lathes, vertical and horizontal machining centers, Brown & Sharp screw machine, Swiss-Turn, manual knee mills, manual drills (with proper de-burring tools) to produce quality parts to prints by performing the following duties with minimal or no supervision to produce quality results:

II. ESSENTIAL FUNCTIONS AND RESPONSIBILITIES INCLUDE THE FOLLOWING (OTHER DUTIES MAY APPLY):

- Set-up, program, operate, and maintain any machine in the machine shop in a manner that is acceptable to perform a job in a timely manner with minimal or no help.
- Return all tooling (new or removed) along with gauges to their designated area.
- Acquire any notes to fix any minor mishap or set up problems incurred on any production job.
- Responsible for machine programming as well as all program downloads or uploads done on or off line for each production part.
- Read part specifications from print to determine machine adjustments. Make on-line edits and record written edits.
- Use gauges with care and personal calibrated tools to produce quality parts.
- Replace any expelled tooling and in put any tool offset to keep parts to print. Help in the recording or any tooling needed.
- Remove burrs, sharp edges, chips and cutting fluids from work-pieces (before final QC inspection).
- Produce production parts to standard production shift rate
- Complete all shift work order and scrap adjustment at the end of the shift. Turn in all paperwork (at the end of the shift).
- Perform quality control checks of parts being run based off print and quality data sheets.
- Check all machine tooling as needed during and after production runs.
- Perform preventative maintenance, such as checking and maintaining oil and coolant levels, replace air filters, etc.
- Notify management of any possible machine or production problem
- Own any needed tools to fully complete production set up, final de-burr through self or payroll deduction within 2 weeks of employment as per the required tool list.
- Report (in writing) any low supply of production tooling (before it stops a production run) to management.
- Work mandatory overtime and/or adjust shift hour changes (as needed for production).

III. 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 a disability.

IV. EDUCATION AND/OR EXPERIENCE

High school diploma or general education degree (GED); 12 month minimum work related experience and/or training; equivalent combination of education and experience with documentation, (documentation required).

V. LANGUAGE SKILLS

Read and understand simple instructions, short correspondence, and memos. Write simple correspondence in detail. Verbally present information in one-on-one group situations (to management and/or other employees).

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VI. MATHEMATICAL SKILLS

Add, subtract, multiply and divide in all units of measure (using whole numbers common fractions and decimals). Use a calculator, ruler, calipers, micrometers or simple math for the same correct result.

VII. REASONING ABILITY

Apply common sense understanding to carry out detailed and/or uninvolved written and/or oral instructions. Deal with problems involving a few concrete variables in standardized situations. Study a problem and acquire a solution. Remember problems and fixes (through the use of notes).

VIII. PHYSICAL AND VISUAL DEMANDS

The physical and visual demands described here are requirements of the position 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.

- Lift up to 36 lbs. (4 times per hour) on selected jobs
- Stand for 2 hour periods.
- Repetitive use of hands and arms for lifting and/or placing parts in fixtures, de-burring or the ability to finger dexterity.
- Ability to distinguish between colors and letters
- Ability for acute visual capabilities (as per part correctness) during production runs.

IX. WORK ENVIRONMENT

Acquire (through self or corporation payroll deduction) all needed safety items. Monitor and clean work area to ensure a clean and safe workplace. If area cannot be kept clean (due to machine malfunction), report this to a supervisor and/or management. Dispose of all cardboard and paper in proper containers. Report any potential safety hazards (in writing) to your supervisor, management or safety committee.

X. DISCIPLINE

Agree to and abide by Giant's policy for any disciplinary action due to any violation of this job description.