

Job Description

CNC Machinist AA

Department: Machine Shop	Job Grade: Non-Exempt
Reports To: Machine Shop Supervisor	Job Location: Horseheads, NY

SUMMARY

Sets up and operates conventional metal working machines and several types of CNC work centers to fabricate metallic and non-metallic parts.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Additional duties may be assigned.

- Downloads from the LAN the "Machine Shop Schedule", "Earned vs Invested worksheet", CNC machine code, drawings and set-up sheets.
- Verifies that the revision level of the CNC machine code, set-up sheets and shop order is correct.
- Verifies the raw material type and dimensions that are staged at the machine is correct.
- Sets up and adjust the work piece coordinates.
- Edits CNC machine code and tool offsets as needed.
- Selects and sets up the proper measuring tools used to verify that the product being machined meets the required geometry.
- Validates that the machine code contains all the necessary information and provides feedback to Process Engineering on the manufacturing process and router times.
- Provide leadership and technical support whenever they observe a fellow machinist struggling.
- Uses trigonometry and an understanding of G code to generate machine code to fabricate work holding devices and/or machined parts as needed.
- Selects and sets up the correct tooling, work-holding, speeds and feed when manufacturing parts on manual machines.
- Produces manufactured parts at a rate that is equal to or better than the times specified on our shop order/routers.

BASIC DUTIES & RESONSIBILITIES includes the following. Additional duties may be assigned.

- Operates several work centers whenever possible.
- Enters data on the computer in both a Microsoft Excel workbook and Microsoft Access database.
- Performs all of the shear blade production and material prep functions when necessary.
- Breaks down problems into logical, manageable steps to provide a quick solution to any machining challenge.
- Strives to continue building on their knowledge base as machining technology advances.
- May be requested to work with a new hire for training for a specified period.
- Maintains a clean and safe work environment by adhering to the safety guidelines and procedures outlined by the company.

SUPERVISORY RESPONSIBILITIES

This job has no supervisory responsibilities.

TRAVEL

Occasional travel may be required for training seminars.

EDUCATION and/or EXPERIENCE

High school diploma or general education degree (GED); Vocational machinist training coupled with 5 years of experience operating CNC work centers or 10 years of experience operating CNC work centers.

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QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

LANGUAGE SKILLS

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to produce routine reports and correspondence.

MATHEMATICAL SKILLS

Ability to multiply and divide. Ability to apply concepts of trigonometry. Be able to convert between metric and English. Ability to compute rate, ratio, and percent.

CERTIFICATES, LICENSES, REGISTRATIONS

None required.

REASONING ABILITY

Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

COMPUTER SKILLS

Basic knowledge of Microsoft Word, Excel, Access, and drawing programs.

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 regularly required to use hands to touch, handle, or feel; reach with hands and arms; and talk and hear. The employee frequently is required to stand and walk. The employee is occasionally required to sit and stoop, kneel, crouch, or crawl. The employee may be required to frequently move up to 25 pounds and occasionally move up to 50 pounds. Common sense should be used, if the item is more than can lift comfortably get help and/or use a forklift or hoist. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral 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.

While performing the duties of this job, the employee is frequently exposed to moving mechanical parts. The noise level in the work environment is usually moderate.

Employee Signature: _____

Date: _____