

Position Description

Job Title: CNC Programmer/Operator	Date Prepared: December 6, 2011
Department: Engineering	Supervisor (Title): Machine Shop Manager
Employment Status: Full Time	FLSA Status: Exempt
Approved By: Larry Nytaan	Date Approved: December 16, 2011

Create programs, set-up and operate CNC router, Wire EDM, and CNC equipment. Design fixtures, create and update part and tooling prints.

Major Duties / Responsibilities	% of Time
Program and operate Wire EDM and CNC machines to fabricate parts and tooling.	40%
Troubleshoot malfunctions in machine operations.	5%
Train production operators on proper operation of CNC Router.	10%
Develop CAD drawings of extrusion tooling necessary to complete new products and fixtures.	5%
Observes setup and tryout of newly developed router programs to determine if program changes are needed.	10%
Develop standard work and work flow processes for future manufacturing production runs in compliance with quality standards.	10%
Support production and engineering on existing tooling and in-house tooling projects.	15%
Promote and maintain a culture and attitude of continuous improvement, working within the company team to make it more efficient, safer and an enjoyable place to work.	5%

REQUIREMENTS	Resource to receive the knowledge, experience and education if necessary
Associates' Degree (A.A.)	College/University
Three to five years experience in CNC programming, Wire EDM, CAD Design	Hands-on
AutoCAD	College/University
GD&T	College/University
Microsoft Word	Microsoft
Microsoft Outlook	Microsoft

Microsoft Excel	Microsoft
Print Reading	College/University
Advanced Math Skills	College/University
Communication Skills	Employee Assistance Center
Lean Principles	Hands-on
Treat all suppliers, customers and internal employees with dignity and respect while promoting teamwork.	Employee Assistance Center
PEPS Software	TST Software
Mechanical Aptitude	College/University
Time/Task Management	College/University

Total Direct Reports: None
Total Indirect Reports: None

- Be able to lift and/or move up to 50 lbs.
- Varying degrees of noise level - hearing protection may be required in some areas.
- Safety glasses and steel toe shoes must be worn on the production floor.

<i>Competencies required</i>	<i>Proficiency desired (basic, intermediate, advanced)</i>
Continuous Improvement	Intermediate
Safety	Intermediate
Quality/Productivity	Intermediate
Attendance	Intermediate
Dependability	Intermediate
Teamwork/Cooperation/Attitude/Adaptability	Intermediate
Communication	Intermediate
Decision Making/Judgment/Problem Solving	Intermediate
Job Knowledge	Advanced