



CNC Machine Operator Job Description

Overview

Responsible to independently start up and run CNC machine work centers, rotate frequently to various work centers throughout the plant, and work with other team members to produce product to meet customer demand. Responsible for training other associates.

Essential Duties & Responsibilities

This list of duties and responsibilities is not all inclusive and may be expanded to include other duties and responsibilities as needed.

- Thorough understanding and use of Dumore's Quality Plan in all phases of production
- Setup and/or start up multiple workstations and produce parts according to specification
- Install parts in a CNC to be milled
- Proficient at reading and understanding work instructions, routings, blueprints and dimensions of finished products
- Identify whether parts are within tolerance
- Conduct measurements of completed parts
- Truck parts, material handling, get parts as needed
- Setup, start up and/or operate miscellaneous equipment including various machine tools, lead cutter, drill press, arbor press, hydraulic press, glue station, winding equipment, ovens, lathes, and other hand and power tools required for assembly and rework operations
- Perform in-process and final inspection of product
- Proficient in the use of all inspection equipment
- Ability to solve production problems involving design, process, and machinery
- Team player attitude with the ability to lead and work with other associates to promote continuous improvement
- Complete required paperwork in a timely and accurate manner
- Keep area neat, clean and orderly.

Qualification Requirements

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

Education and/or Experience

High school diploma or general education degree (GED). Related experience and/or training, or equivalent combination of education and experience may be considered.

Language Skills

Able to read and comprehend simple instructions, short correspondence, and memos. Able to write simple correspondence. Able to effectively present information in one-on-one and small group situations to customers, clients, and other employees of the organization.

Mathematical Skills

Able to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Able to compute rate, ratio, and percent and to draw and interpret bar graphs.

Reasoning Ability

Able to apply commonsense understanding to carry out detailed but uninvolved written or oral instructions. Able to deal with problems involving a few concrete variables in standardized situations.

Protective Clothing/Equipment Required

Safety equipment and apparel is required and expected to meet applicable regulations and policies.

Physical Demands

The physical demands listed 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 stand; walk; use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms; and talk or hear. The employee is occasionally required to sit.
- The employee must regularly lift and/or move up to 10 pounds; frequently lift and/or move up to 35 pounds; and may be required to lift up to 70 pounds.
- Specific vision abilities required by this job include close vision, depth perception, and the ability to adjust focus.

Work Environment

The work environment characteristics described 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 occasionally works near moving mechanical parts.
- The employee is occasionally exposed to risk of electrical shock
- The noise level in the work environment is usually moderate