



JOB DESCRIPTION

POSITION	CNC MACHINIST		
Department	Operation		
Approved by	President	Date Modified	8 July 2021
JOB DESCRIPTION SUMMARY:			
A CNC Operator, or CNC Machine Operator, is responsible for overseeing the daily functions of manufacturing machinery. The duties include running tests before the start of operations, programming and monitoring machines when assembling products and inspecting machinery at the end of each shift to identify parts needing repair.			
1. REPORTING RELATIONSHIP:			
1.1. Supervisor			
2. AUTHORITY:			
2.1. N/A			
3. JOB REQUIREMENTS			
3.1. High school diploma or equivalent (GED)			
3.2. Strong math skills for inputting specific dimensions and figures into the CNC machinery			
3.3. Ability to analyze the information provided on blueprints or other explanatory documents to make sure the final product matches the draft			
3.4. Strong computer skills as CNC Operators use computer software to control machinery			
3.5. Understanding how the machine works to maintain the machinery they are responsible and ensure it functions properly.			
3.6. Problem-solving skills in order to detect issues in the creation process and find solutions to ensure the machinery creates the product provided in the draft			
3.7. Ability to function in a team environment.			
3.8. Ability to interpret, plan and schedule jobs.			
3.9. Positive attitude, excellent communication skills, self-motivator, and diligent follow-up.			
3.10. Ability to read and understand engineering drawings and manufacturing procedures.			
3.11. Ability to make unpopular decisions, confront people's issues, and resolve conflicts when necessary.			
3.12. Valid driver's license from the state of Texas			
3.13. Ability to comply and execute the company Standard Operating Procedures.			
4. WORKING CONDITION			
4.1. This position will be working indoors in a smoke-free environment and requires the employee to be outdoors regularly. From this movement, the employee will encounter varying weather conditions and temperatures. The normal auto and air travel hazards will apply. Travel will be in all types of weather, including heavy rain, snow, etc.			
4.2. The noise level in the work environment is usually low but can be high on some field sites.			
4.3. Body movements include walking, turning the head and torso, reaching, grasping, bending, and flexing the arms, legs, wrists, hands, and fingers.			
4.4. The sense of being able to see, hear, and have the full power of speech is required.			
4.5. The ability to lift items of at least 70 lbs. may be necessary.			
5. PRINCIPAL DUTIES			



- 5.1. Set up or program the computer responsible for the machinery.
- 5.2. Follow safety requirements and maintain certifications.
- 5.3. Inspect the machinery and product for quality assurance.
- 5.4. Perform daily maintenance on the machinery.
- 5.5. Handle materials appropriately and safely.
- 5.6. Maintain cleanliness of the station, and maintain the good running condition of the machinery.
- 5.7. And all other duties that will require to fulfill the job or as designated by the Supervisor.

6. MEASURE OF PERFORMANCE

- 6.1. Maintained good quality control measures so that any rework performed on completed jobs are minimized. Taking immediate action when issues arise.
- 6.2. Maintained client satisfaction at a high level, consistently. Informing the Operation Manager of any dissatisfaction and/or significant problem received from the client.
- 6.3. Ensure that all job safety policy records are strictly followed and accidents are minimized.
- 6.4. Meet agreed-upon job schedules, metrics, and job profits goals are achieved for each job.
- 6.5. Process necessary paperwork promptly.
- 6.6. Maintain positive staff morale, culture, productivity, cooperation, and teamwork.
- 6.7. Showed initiative in taking on additional duties and responsibilities.
- 6.8. Will ask for guidance and direction from the Supervisor, as needed, when issues arise.
- 6.9. Showed good judgment in reporting significant issues or problems to the Supervisor.
- 6.10. Preserve company confidentiality.
- 6.11. Will maintain a positive attitude and cooperative working relationships with all other employees.
- 6.12. Performed all duties independently and expeditiously with minimal supervision and demonstrate good planning skills.
- 6.13. Consistently displayed the ability to recognize and deal with priorities and/or issues.

7. SALARY, BENEFITS, AND COMPENSATION:

- 7.1. Salary as per discretion and agreement with the President.

8. ACKNOWLEDGEMENT

I have reviewed and understand the above job description and believe it to be accurate and complete, and I can successfully fulfill each duty or task. I also agree that management retains the right to change this job description at any time.

Candidate/ Staff Acknowledgement:

SIGNATURE PRINTED NAME and DATE

**END PAGE OF
CNC MACHINIST**

Approved and offered by:

PRINTED NAME:

Title:

Date: _____