

Enterprise Electronics Corporation

CNC Machine Operator / CNC Mill Operator

Department: Machine Shop
FLSA Status: Non-exempt
Grade/Level:
Job Type: Operatives
Work Schedule: 7:00 a.m.-3:30 p.m.
Monday-Friday

Job Status: Full-time
Reports To: Production Manager
Amount of Travel Required: None
Positions Supervised: None

POSITION SUMMARY

Operate computer-controlled machines to machine or process parts, tools, or other work pieces made of metal. May also set up and maintain equipment.

ESSENTIAL FUNCTIONS

Reasonable Accommodations Statement

To accomplish this job successfully, an individual must be able to perform, with or without reasonable accommodation, each essential function satisfactorily. Reasonable accommodations may be made to help enable qualified individuals with disabilities to perform the essential functions.

Essential Functions Statement(s)

- Review program specifications or blueprints to determine and set machine operations and sequencing, finished workpiece dimensions, or numerical control sequences.
- Input initial part dimensions into machine control panels.
- Mount, install, align, and secure tools, attachments, fixtures, and workpieces on machines, using hand tools and precision measuring instruments.
- Lift workpieces to machines manually or with hoists or cranes.
- Check to ensure that workpieces are properly lubricated and cooled during machine operation.
- Adjust machine feed and speed, change cutting tools, or adjust machine controls when automatic programming is faulty or if machines malfunction.
- Confer with supervisors or programmers to resolve machine malfunctions or production errors or to obtain approval to continue production.
- Modify cutting programs to account for problems encountered during operation and save modified programs.
- Implement changes to machine programs and enter new specifications, using computers.
- Listen to machines during operation to detect sounds such as those made by dull cutting tools or excessive vibration and adjust machines to compensate for problems.
- Remove and replace dull cutting tools.
- Monitor machine operation and control panel displays and compare readings to specifications to detect malfunctions.
- Stop machines to remove finished workpieces or to change tooling, setup, or workpiece placement, according to required machining sequences.
- Set up future jobs while machines are operating.
- Measure dimensions of finished workpieces to ensure conformance to specifications, using precision measuring instruments, templates, and fixtures.
- Maintain machines and remove and replace broken or worn machine tools, using hand tools.

POSITION QUALIFICATIONS

Competency Statement(s)

- Accountability - Ability to accept responsibility and account for his/her actions.
- Accuracy - Ability to perform work accurately and thoroughly.
- Analytical Skills - Ability to use thinking and reasoning to solve a problem.

- Applied Learning - Ability to participate in needed learning activities in a way that makes the most of the learning experience.
- Communication, Oral - Ability to communicate effectively with others using the spoken word.
- Detail Oriented - Ability to pay attention to the minute details of a project or task.
- Goal Oriented - Ability to focus on a goal and obtain a pre-determined result.
- Initiative - Ability to make decisions or take actions to solve a problem or reach a goal.
- Organized - Possessing the trait of being organized or following a systematic method of performing a task.
- Reliability - The trait of being dependable and trustworthy.
- Responsible - Ability to be held accountable or answerable for one's conduct.
- Safety Awareness - Ability to identify and correct conditions that affect employee safety.
- Self Motivated - Ability to be internally inspired to perform a task to the best of ones ability using his or her own drive or initiative.
- Time Management - Ability to utilize the available time to organize and complete work within given deadlines.

SKILLS & ABILITIES

Education: High School Diploma or Equivalent

Experience:Two (2) years of CNC machine operation experience

Other

Requirements:

To perform this job successfully, an individual should have knowledge of Computer-Aided Design (CAD) / Computer-Aided Manufacturing (CAM) software and G-Code.

The individual must be able to use the following tools/equipment: measuring tape, precision measuring equipment, such as, micrometer, calipers, height gauges, slip gauges.

PHYSICAL DEMANDS

N (Not Applicable)

O (Occasionally)

F (Frequently)

C (Constantly)

Activity is not applicable to this position.

Position requires this activity up to 33% of the time (0 - 2.5+ hrs/day)

Position requires this activity from 33% - 66% of the time (2.5 - 5.5+ hrs/day)

Position requires this activity more than 66% of the time (5.5+ hrs/day)

Physical Demands

Stand	C	Lift/Carry	
Walk	F	10 lbs or less	F
Sit	O	11-20 lbs	F
Manually Manipulate	F	21-50 lbs	O
Grasp	O	51-100 lbs	N
Reach Outward	O	Over 100 lbs	N
Reach Above Shoulder	O	Push/Pull	
Speak	O	12 lbs or less	F
Climb	N	13-25 lbs	F
Crawl	N	26-40 lbs	O
Squat or Kneel	N	41-100 lbs	N
Bend	O		

Other Physical Requirements

- Vision (Near, Distance, Peripheral, Depth)
- Sense of Touch
- Ability to wear Personal Protective Equipment (PPE) - Safety glasses and safety shoes

WORK ENVIRONMENT

The noise level in the work environment is usually moderate.

Prepared by:	<u>Human Resources</u>	Date: <u>07/27/21</u>
Approval Signature:	<u>Production Manager</u>	Date: <u>07/30/21</u>
Employee Signature:	<u></u>	Date: <u></u>

The company has reviewed this job description to ensure that essential functions and basic duties have been included. It is intended to provide guidelines for job expectations and the employee's ability to perform the position described. It is not intended to be construed as an exhaustive list of all functions, responsibilities, skills and abilities. Additional functions and requirements may be assigned by supervisors as deemed appropriate. This document does not represent a contract of employment, and the company reserves the right to change this job description and/or assign tasks for the employee to perform, as the company may deem appropriate.