



CNC PROGRAMMER/MACHINIST

DIVISION:	Foundry/Glass	JOB CODE:	6000
LOCATION:	Tulsa	JOB FUNCTION:	Manufacturing & Production
DEPARTMENT:	Production	FLSA STATUS:	Nonexempt
REPORTS TO:	Production Supervisor	EFFECTIVE DATE:	7/25/2025

JOB SUMMARY

Read and interpret design drawings and blueprints to develop and revise program instructions for CNC machining and tooling. Assist with set-ups, operate precision equipment, partner with cross-functional teams, and perform quality assessments to validate program accuracy.

QUALIFICATIONS

Education/Experience

High School Diploma or General Education Development (GED), plus five (5) years of CNC Machining/Programming experience in a manufacturing/machine shop environment; or equivalent combination of education and experience.

CNC certification from an accredited program and experience with Enterprise Resource Planning (ERP) systems, a plus.

Knowledge/Skills/Abilities

Technical Skills. Ability to proficiently set-up, program, edit and operate CNC and manual machines. Ability to use a variety of hand tools, measuring instruments and CNC equipment. Strong mechanical aptitude. Proficient with math skills, specifically geometric calculations, including trigonometry, angles, and arcs. Ability to identify and implement programming and process improvements. Ability to read and interpret advanced blueprint drawings and decipher dimensions from prints. Comprehensive understanding of CNC G-Code programming.

Core People Skills. Ability to positively interact and work collaboratively with a diverse group of people at all levels of the organization. Genuine with high ethical standards, values, personal integrity, and honesty. Ability to apply a large measure of common sense to a variety of situations.

Communication Skills. Ability to speak clearly and persuasively in positive or negative situations, listen and obtain clarification, and respond well to questions. Proficiency in writing clearly and concisely and editing work for spelling and grammar. Ability to vary writing style to meet business needs. Ability to consult with cross-functionally, explain technical details, and provide exceptional customer service to users.

Computer/Applications Skills. Working knowledge of Microsoft Office Products, computer-aided design (CAD) and computer-aided manufacturing (CAM) systems.

Core Business Skills. Ability to exercise sound judgement and discretion in handling of proprietary and confidential information. Ability to work independently, without significant direction and to use resources effectively to “figure it out”. Strong critical thinking skills, judgment and keen attention to detail and accuracy. Exceptional prioritization, time management and organizational skills. Ability to write routine reports and correspondence. Ability to collaborate with team members and remain calm under stressful situations with a high level of professionalism.

Professional Investment. Demonstrated commitment to professional development and learning.



ESSENTIAL FUNCTIONS/RESPONSIBILITIES

1. Effectively read, analyze, and interpret drawings to set up CNC machines based on blueprints, to include:
 - a. Creating instructions for CNC Machinists and translating into computer-aided manufacturing (CAM) programs, and preparing geometric layouts of designs, determining the sequence of operations within programs, and selecting the appropriate cutting tools for each part.
 - b. Utilizing CAM software to model cutting paths, and program machines according to product specifications.
 - c. Developing and modifying programs and collaborating with CNC Machinists to obtain input and feedback, as needed.
 - d. Writing and revising programs to increase production efficiencies.
 - e. Analyzing job orders and performing related calculations for cycle times, tool loads, etc.
2. Collaborate with Engineering, Quality and CNC Machinists to test and validate program accuracy.
3. Continuously monitor and adjust cutting paths or settings, as needed, to optimize production without compromising quality standards.
4. Independently perform quality assessments to ensure parts and final products meet design specifications.
5. Regularly work with Engineering Department and vendors to identify new technologies and tooling to enhance cycle times, create process improvements and increase operating efficiencies.
6. Assist with training new team members on how to properly operate CNC Machines and programs.
7. Promote positive Team Member and customer relations by supporting Pyrotek's commitment to a working environment of tolerance, acceptance and civility. Respond appropriately to inquiries, concerns, and complaints by being professional, courteous and respectful at all times.
8. Maintain regular, consistent, reliable, punctual and predictable attendance, as required to achieve internal and external customer satisfaction.
9. Actively and positively participate in problem resolution, demonstrating constructive communication, timely response and effective resolution skills. Work effectively within team environments both within your department and across the organization.
10. Cooperate and comply fully with all Pyrotek policies and procedures. Actively support and follow the Pyrotek Safety Program.
11. Participate in company/department meetings, training activities, continuing education programs and other associated activities.
12. Consistently promote and communicate Pyrotek's core values through work performance and excellent customer service.
13. Perform other tasks as assigned.

PHYSICAL/SENSORY REQUIREMENTS

The following physical activities described here are representative of those required by a Team Member to perform the essential functions of this position. Reasonable accommodation, if feasible, will be made to enable individuals with disabilities to perform the functions of position.

Must be able to sit or stand for long periods of time, bend, reach, walk, and use hands and fingers to handle, grasp or feel. Ability to lift up to 75 pounds occasionally and up to 25 pounds frequently. Must be able to communicate effectively in English by telephone, in person and in writing. Effectively use a personal computer and office



equipment. Specific vision abilities required by this job include close vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

WORKING ENVIRONMENT

While performing the essential responsibilities of this position, team member generally will work in a manufacturing environment where Personal Protective Equipment (PPE) is required, and noise, heat, fume, and other hazardous environmental elements may exist.

Team Member's Signature

Date