



CNC OPERATOR

DEPARTMENT:	Machining Direct	REPORTS TO:	Production Manager
DIVISION:	Carlisle	FLSA STATUS:	Nonexempt
JOB CODE:	7000	EFFECTIVE DATE:	9/17/24

JOB SUMMARY

Produce machined parts by setting up and operating a computer numerical control (CNC) machine and adhering to safety requirements and quality standards. Keep accurate work records, and properly maintain machining equipment and supplies.

QUALIFICATIONS

Education/Experience

High School Diploma or GED, plus a minimum of one (1) year of experience as a CNC Operator Assistant; or an equivalent combination of education, training, and experience.

Knowledge/Skills/Abilities

Technical/Machining Skills. Ability to read and interpret blueprints, drawings, and sketches. Ability to read and understand directions, work instructions, work orders, set up sheets, and packaging instructions. Ability to learn, understand and apply technical products to various industrial manufacturing processes. Ability to use hoists and power tools. Working knowledge of machining, including the ability to use and accurately interpret dimensional measuring tools and equipment. Must have basic math skills (addition, subtraction, multiplication, and division), and ability to apply to all units of measure, using whole numbers, common fractions, and decimals, to compute rate, ratio, and percent, and to draw and interpret bar graphs.

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.

Communications Skills. Ability to speak clearly and persuasively in positive or negative situations, listen, 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.

Computer/Application Skills. Basic computer skills. Ability to learn and apply new applications, including Computer Numerical Control (CNC) automated controls for machining and PWS system, to navigate all tabs involving operational work instructions, inspection detail, and packaging. Ability to perform G-code and/or conversational programming.

Proficient in machine set up, tooling knowledge, and reading blueprints. Proficient in using new applications, including Computer Numerical Control (CNC) automated controls for machining and PWS system in navigating all tabs involving operational, inspection detail, work instructions and packaging.

Core Business Skills. Ability to exercise sound judgement and discretion in the 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, judgement and keen attention to detail and accuracy. Exceptional prioritization, time management, and organization skills. Ability to work in a fast-paced, self-directed entrepreneurial environment, and with shifting priorities and demands.

Professional Investment. Demonstrated commitment to own personal professional development and learning.



ESSENTIAL FUNCTIONS/RESPONSIBILITIES

1. Precisely plan machining projects by studying work orders, blueprints, engineering plans, materials, specifications, locations, and machining parameters.
2. Accurately interpret and apply geometric dimensions and tolerances (GD&T), calculating requirements using basic math, geometry, and trigonometry, and proving parts.
3. Correctly set-up machines by installing and adjusting jaw chucks, tools, attachments, collets, bushings, cams, gears, stops and stock pushers, and indicating vices and trimming heads.
4. Ensure product specifications by drilling, grooving, and cutting, including turning, facing, knurling and thread chasing operations; take measurements, detect malfunctions, troubleshoot processes, and adjust and reprogram controls, sharpening and replacing worn tools, as needed.
5. Adhere to safety requirements, and quality assurance processes and procedures.
6. Operate and maintain auxiliary equipment including Mills (Conventional), Drill Presses and Band Saws.
7. Provide operator and inspection instructions for CNC Operator Assistants.
8. Properly maintain equipment by completing preventive maintenance requirements, following manufacturer's instructions, troubleshooting malfunctions, and communicating the need for repairs.
9. Maintain continuity among work shifts by utilizing and completing production and quality logs, and documenting and communicating actions, irregularities, and continuing needs.
10. Accomplish organizational goals by accepting ownership of taking on new and different requests and exploring opportunities to add value.
11. Continuously maintain a clean, neat, and organized workstation.
12. Ensure proper storage and maintenance of tools required for production demands.
13. Promote positive Team Members 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.
14. Maintain regular, consistent, reliable, punctual, and predictable attendance, as required to achieve internal and external customer satisfaction.
15. 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.
16. Cooperate and comply fully with all Pyrotek policies and procedures. Actively support and follow the Pyrotek Safety Program.
17. Participate in company/department meetings, training activities, continuing education programs and other associated activities.
18. Consistently promote and communicate Pyrotek's core values through work performance and excellent customer service.
19. Perform other tasks as assigned.



PHYSICAL/SENSORY REQUIREMENTS

The following physical activities described here are representative of those required by a Team Members 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 stand for long periods of time, bend, reach, walk, and use hands and fingers to grasp, handle 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. 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 an industrial manufacturing environment, where moderate background noise, presence of natural and artificial light, exposure to work temperatures from ambient to controlled, hard walking surfaces for standing and walking, and moderate amounts of airborne graphite dust, are present. Personal Protective Equipment (PPE) such as approved footwear, respirators, safety glasses/goggles, etc., may be required.

Team Member’s Signature

Date

Manager’s Signature

Date