



CNC MACHINIST

DIVISION:	Foundry/Glass	JOB CODE:	6000
LOCATION:	Tulsa	JOB FUNCTION:	Manufacturing & Production
DEPARTMENT:	Glass Fabrication	FLSA STATUS:	Nonexempt
REPORTS TO:	Production Mgr.	EFFECTIVE DATE:	8/14/2024

JOB SUMMARY

Responsible for producing machined parts by programming, setting up, and operating a computer numerical control (CNC) machine, upholding quality and safety standards, keeping records, and maintaining equipment and supplies.

QUALIFICATIONS

Education/Experience

High School Diploma or General Education Development (GED)/Test Assessing Secondary Completion (TASC), plus a minimum of five (5) years of experience as a CNC Machinist or successful completion of a certificated machining program; or equivalent combination of education and experience.

Knowledge/Skills/Abilities

Technical Skills. Ability to set up machines from scratch, touch off all tools, and write basic programs on CNC machine controller. Knowledge and ability to figure proper feeds and speeds of tooling for best life utilization. Knowledge of a wide variety of materials, hardness, and grades. Working knowledge of over-head crane, hoist, and lift tables. Ability to effectively use precise measuring tools such as mics, calipers, height gage, thread gage, bore gage, plug gage, and/or CMM is a plus.

Training Skills. Ability to provide balanced coaching and guidance to ensure the development and validation of proficiencies in machining techniques and standard operating procedures.

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.

Computer/Application Skills. Proficient CNC machining skills (editing programming, tooling knowledge, and ability to read blueprints.) Working knowledge of arc/radius programming and ability to manually compensate for tool nose radius/clearance.

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 under pressure and excel in a fast-paced, self-directed entrepreneurial environment. Be available for overtime as per business needs and timelines.

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



ESSENTIAL FUNCTIONS/RESPONSIBILITIES

1. Adhere to production schedules by studying work orders, blueprints, engineering plans, material specifications, locations, and machining parameters, and interpret complex geometric dimensions and tolerances (GD&T).
2. Effectively operate CNC machines by entering instructions, including zero and reference points, setting tool registers, offsets, compensation, and conditional switches. Apply basic math, geometry, trigonometry, and proving parts to determine calculating requirements, using G-code and/or conversational programming, as needed.
3. Correctly set-up CNC machines by programming, editing, installing, and adjusting tools, attachments, collets, bushings, stops, and indicating parts with minimal to no assistance.
4. Safely load raw material by lifting stock into position, and verify setting by measuring positions, first-run part and sample work pieces, and adhering to international standards.
5. Ensure part(s) specifications by observing drilling, grooving and cutting, including turning, and facing. Take measurements to identify malfunctions, apply troubleshooting techniques, as needed, and take corrective measures by adjusting and editing existing programs, and replacing worn tools.
6. Continuously follow and adhere to all quality assurance procedures and processes.
7. Properly maintain equipment by completing preventive maintenance requirements, following manufacturer user instructions, appropriately troubleshooting malfunctions, and reporting issues for repairs timely.
8. Regularly educate and train other machinists on production, programming, troubleshooting and maintenance policies and procedures to ensure consistency and accuracy of parts and pieces.
9. Maintain continuity among work shifts by documenting and communicating actions, irregularities, and continuing needs; document actions by completing production and quality logs.
10. Achieve organizational goals by accepting ownership of new and different requests and exploring opportunities for continuous improvements.
11. Promote positive employee 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.
12. Maintain regular, consistent, reliable, punctual and predictable attendance, as required to achieve internal and external customer satisfaction.
13. 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.
14. Cooperate and comply fully with all Pyrotek policies and procedures. Actively support and follow the Pyrotek Safety Program.
15. Actively support compliance with all relevant ISO management system standards by establishing, implementing, maintaining, and/or controlling processes and planned changes to identify and manage environmental aspects, impacts, risks, opportunities, and compliance to achieve continuous improvement and prevent adverse effects and emergencies.
16. Participate in company/department meetings, training activities, continuing education programs and other associated activities.



17. Consistently promote and communicate Pyrotek's core values through work performance and excellent customer service.
18. 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 stand for long periods of time, bend, reach, walk, and use hands and fingers to 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

Work in a manufacturing environment where the following applies: presence of natural and artificial light, exposure to work temperatures including ambient and controlled, light to moderate amounts of airborne graphite dust, and moderate background noise. PPE (Personal Protective Equipment), such as proper footwear, respirators, and safety glasses/goggles, required.

Team Member's Signature

Date