



CNC OPERATOR

DEPARTMENT:	Machining Direct	REPORTS TO:	Production Supervisor
DIVISION:	Cortland	FLSA STATUS:	Nonexempt
JOB CODE:	7000	EFFECTIVE DATE:	1/02/2025

JOB SUMMARY

Program and operate a computer numerical control (CNC) hot wire foam cutting machine and router for mold building operations and creating cut list items for cabinet kits. Perform inspections to ensure quality and accuracy requirements are met.

QUALIFICATIONS

Education/Experience

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

Prior experience with CNC programming and utilizing AutoCAD software, preferred.

Knowledge/Skills/Abilities

Technical/Machining Skills. Ability to read and understand blueprints, sketches, and drawings to determine design factors such as size, shape, position, tolerances, orientations, and dimensions. Ability to use a variety of machine and hand operated tools, and perform tasks with precision and manual dexterity. Strong understanding of spatial awareness, and ability to visualize drawn part(s), conceptualize, and formulate a strategy for fabrication. 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. Ability to set up and operate various machine shop equipment including mills, lathes, surface grinders, saws, and vertical CNC mills. Ability to handle materials with hoists, slings, fork trucks, etc. Ability to obtain and maintain industrial equipment certification(s).

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/Applications Skills. Basic computer skills. Familiarity with, or ability to learn and utilize various computer software applications, such as AutoCAD, MasterCam, and Pronest, or equivalent software.

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. Reference sketches and drawings, and visualize, conceptualize, and fabricate foam tooling for molds.
2. Safely and efficiently operate the computer numerical control (CNC) hot wire foam cutter to cut polystyrene foam for mold building operations.
3. Safely and efficiently operate the computer numerical control (CNC) router to create cut list items for mold cabinet kits.
4. Correctly measure and inspect foam and cabinet pieces for dimensional accuracy and integrity.
5. Build molds in accordance with engineered drawings, and inspect own work and work of others to ensure mold quality and accuracy.
6. Properly maintain equipment by completing preventive maintenance requirements, following manufacturer's instructions, troubleshooting malfunctions, and communicating the need for repairs.
7. Maintain continuity by utilizing and completing production and quality logs, and documenting and communicating actions, irregularities, and continuing needs.
8. Proactively evaluate CNC operations and mold building techniques, and make recommendations for continuous improvement opportunities.
9. Adhere to all safety requirements, and quality assurance processes and procedures.
10. Safely operate cranes, fork trucks and other industrial equipment, as needed.
11. Continuously maintain a clean, safe, and organized workstation.
12. 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.
13. Maintain regular, consistent, reliable, punctual, and predictable attendance, as required to achieve internal and external customer satisfaction.
14. 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.
15. Cooperate and comply fully with all Pyrotek policies and procedures. Actively support and follow the Pyrotek Safety Program.
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 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. 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. Personal Protective Equipment (PPE) such as approved footwear, respirators, safety glasses/goggles, etc., may be required.

Team Member’s Signature

Date

Supervisor’s Signature

Date