



CNC MACHINIST / SETUP

DIVISION:	Pumps/Foundry	JOB CODE:	6012
LOCATION:	Aurora	JOB FUNCTION:	Manufacturing & Production
DEPARTMENT:	Machining	FLSA STATUS:	Nonexempt
REPORTS TO:	Production Supervisor	EFFECTIVE DATE:	07/02/25

JOB SUMMARY

Produce machined parts and assist operators in setting up, editing/writing programs, operating a computer numerical control (CNC) machine, maintaining quality and safety standards, performing first/final inspections, record keeping, and maintenance of equipment and supplies. Assist supervisor in coordinating activities of workers engaged in various processes, utilizing knowledge of equipment, procedures and specifications.

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 equivalent combination of education and experiences.

Accredited certification in CNC Machining and Programming preferred.

Knowledge/Skills/Abilities

CNC Machining and Technical Skills. Understanding of machining theory including programming, tooling, offsets, editing, and GD&T. Ability to set up and run CNC mills and lathes in an operational capacity. Ability to use hand tools with precision and manual dexterity. Ability to read and interpret blueprints and technical drawings. Ability to use and interpret values of calibrated instruments for production qualification. Ability to identify and implement improvements. Ability to use hoists and obtain and maintain industrial equipment certification(s).

Training Skills. Demonstrated ability to assist in building a culture of tolerance, acceptance and civility by setting an example to other team members. Ability to train Machinists on skills and techniques, tailoring the approach to fit everyone's needs/learning style. Ability to provide regular performance feedback to supervisors to encourage growth and assist in creating plans for improvement.

Core People Skills. Ability to positively interact and work collaboratively with a diverse group of people at all levels of the organization and across the globe. Genuine with high ethical standards and values, and personal integrity and honesty. Displays humility and adaptability. Ability to apply a large measure of common sense to a variety of situations. Entrepreneurial attitude toward work center excellence.

Communications 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 effectively resolve conflict in a positive manner. Ability to delegate work assignments and assist supervisor with team member requests.

Computer/Application Skills. Ability to operate bar code scanners. Familiarity and ability to learn an Enterprise Resource Program (ERP) system. A working knowledge of CAM software (GibbsCam) and ability to effectively use Microsoft Office.



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.

Professional Investment. Demonstrated commitment to own personal professional development and learning. Ability to learn about and apply technical products to various industrial manufacturing processes.

Flexibility. Ability to be flexible in accommodating priorities and working hours to support business needs.

ESSENTIAL FUNCTIONS/RESPONSIBILITIES

1. Successfully operate CNC lathe and mill machines within acceptable standards with little to no supervision.
2. Effectively train and assist Machinists on:
 - a) Adhering to quality assurance procedures and processes.
 - b) Accurately and efficiently setting up and operating numerous machines within acceptable standards.
 - c) Competently working from blueprints, drawings and production orders which may include diameters, radii and angles.
 - d) Identifying and correcting faults from blueprints.
 - e) Creating and editing programs as needed to produce high quality parts with 7+ dimensions and within tolerances of $\pm .0005$, $\pm .005$.
 - f) Mathematically deciphering print dimensions using apparent information.
3. Accurately determine correct tooling for each job if not specified based on part, print, or program, and:
 - a) Identify and fix material and tooling failures.
 - b) Perform minor touch-up sharpening of tooling.
4. Perform accurate first piece inspections and final inspections on active work orders in the machine shop. Maintain appropriate documentation and paperwork while operating machines and in association with first piece and final inspections.
5. Regularly gather required information on timesheets and routings to include but not limited to accurate run time, program number, and cut sizes, and provide to supervisor for ERP update.
6. Read and interpret drawings, and set up machines in accordance with the blueprints to:
 - a) Create instructions for CNC Machinists.
 - b) Determine sequence of operations in a program.
 - c) Create and modify programs at the machine, as needed.
 - d) Write program and modify existing programs for increased efficiency.
7. Adjust machine cutting paths or settings to optimize production while ensuring quality requirements.
8. Collaborate with Engineering, Quality and other CNC Machinists to ensure programs are accurate.
9. Maintain CNC program version information utilizing Cimco DNC software.
10. Seek continuous improvement opportunities as inefficiencies are discovered during daily operations that align with organizational goals, and work with vendors and engineers to identify new technologies and tools to improve cycle times and increase machinist efficiencies.



11. 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.
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 continual 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. Hard work surfaces for standing and walking. 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 a manufacturing environment with frequent exposure to loud noise, moving mechanical parts, and fumes or airborne particles. Periodic exposure to outdoor environment through open doors. PPE (Personal Protective Equipment) such as approved footwear, respirators, safety glasses/goggles, may be required.

Team Member's Signature

Date