



## Machine Operator CNC, Programmer

---

Effective Date: January 9, 2025 Department: Production

Reports To: Production Supervisor

Supervises: N/A

---

### Job Summary

A Machine Operator CNC, Programmer combines the responsibilities of operating a Computer Numerical Control (CNC) machine with the ability to program. Responsibilities include developing programs to control machining or processing of metal/plastic parts by automatic machine tools, equipment, or systems. The Programmer must create instructions for Computer Numerical Control (CNC) machines to fabricate precisely engineered parts that fully meet all required specifications in the most efficient way possible. A blend of hands-on machine operation skills and technical programming knowledge is required to ensure efficient production of high-quality parts. This position requires reading and interpreting blueprints, cutting and forming metal/plastic into the appropriate shape, smoothing metal/plastic to remove imperfections, and maintaining quality control.

### Responsibilities and Duties

- Reading and interpreting blueprints and technical drawings: Analyzing design details to determine machining parameters like cutting paths, tool selection, and tolerances
- Create and develop instructions by using Computer Numerical Control (CNC) software to analyze blueprints and models of a component to determine the most efficient production method
- Operational knowledge of equipment and ability to correctly utilize saws, lathes, milling machines, and other similar machinery
- Proficient mathematical skills to ensure precise measurements and accurate calculations
- Select measuring instruments with the appropriate level of precision for task, including tape measure, calipers, micrometers, thread gauges, thickness gauges, radius gauge, etc.
- Take multiple readings of the same quantity to minimize error and improve precision
- Operating the CNC machine. Monitor the CNC machine during production runs, making adjustments as needed to maintain quality and accuracy



- Troubleshooting machine issues and adjusting programs to correct errors; Identifying and resolving any issues that arise during machining, including potential programming errors or mechanical malfunctions
- Inspecting finished parts to ensure they meet required specifications and tolerances
- Performing routine maintenance checks and cleaning to ensure optimal machine performance of all equipment in Machine Shop
- Perform any other duties as assigned.

### **Qualifications and Skills**

- A minimum of five (5) years' experience in creating and editing CNC programs using specialized software like CAM (Computer-Aided Manufacturing)
- Knowledge of cutting tools, machining processes, and material properties is essential, Familiarity with machine components and basic maintenance procedures
- Understanding of geometric dimensions and tolerances (GD&T), ability to read and interpret blueprints
- Proficient skills in the use of Microsoft Outlook, Word, Excel, and web browsers
- Solid critical thinking, problem-solving skills, a steady hand, and attention to detail; Ability to coordinate between different projects while remaining organized and solution focused; Proven ability to multi-task competing priorities while meeting deadlines
- The interpersonal skills and ability to effectively communicate and interact with customers, management, and colleagues by email, telephone, and in person
- The ability to lift up to 75lbs. as needed, stand sit for extended periods of time, and read and interpret manuals and instructions
- Practice safety standards and willingness to use personal protective equipment (safety shoes, face-shield, gloves, etc.)