

**Job Title: CNC Machine I**

**FLSA: Nonexempt**

### **Position Summary**

This position contributes to Gyford Productions success by operating product manufacturing equipment to produce custom product.

### **Core Competencies**

<b>Ethical Conduct:</b>	To uphold an act in accordance with the established Code of Ethics and Integrity.
<b>Respect:</b>	An individual's ability to be courteous, considerate, and sincere
<b>Customer Coalition:</b>	Building effective relationships internally, and externally.
<b>Communication:</b>	Clear and effective exchange of information.
<b>Composure:</b>	Maintains control of your actions, and words.
<b>Decision Making:</b>	Using sound judgment to guide quality decisions.
<b>Initiative:</b>	Self-motivation to take action.
<b>Adaptability:</b>	Able to successfully function when dealing with the known, unknown, uncertainty or change.

### **Summary of Key Responsibilities**

Responsibilities and essential job functions include but are not limited to the following:

- Program, set up and operate machine tools such as lathes, mills, saws, and grinder, to machine parts, and verifies conformance of machines parts to specification.
  - CNC operations--Manage, develop and modify CNC programs to determine required tools, speed, and feed to perform a variety of close tolerance drilling, milling, and tapping operations for the metal or material cutting process.
  - Assistance may be required.
- Maintains scheduled production throughput to meet goals for reliability and budget standards. Completes required documentation.
- Studies specifications such as blueprints, sketches, models, or descriptions, and visualizes product to determine materials required and machines to be used to fabricate parts.
- Works interdepartmentally with Client Relations and Engineering to meet project demands.
- Monitors product specifications and quality using analytical testing tools to extremely close tolerances.
- Assists team members as needed or directed.
- Care and maintenance of equipment and tools.
- Maintains regular and consistent attendance and punctuality.
- Performs scheduled sanitation tasks to comply with quality, health, and safety procedures and standards.
- Works in accordance with established company policies, procedures and guidelines.
- Performs other duties as assigned.

### **Required Knowledge, Skills, and Abilities**

- Ability to lift up to 50 pounds frequently in a safe manner.
- Knowledge of and proficient in Windows, Excel, Outlook.
- Ability to communicate clearly and concisely, both orally and in writing.
- Ability to read and analyze a variety of blueprints, sketches, and designs.
- Ability to read measuring devices such as a tape measure, caliper, micrometer, etc.
- Ability to plan and prioritize workload.
- Ability to complete accurate mathematical calculations, which may include trigonometry or geometry.
- Attention to detail.
- Ability to read, write, understand, be proficient and work in accordance with written and verbal policies, procedures, guidelines, instructions, specifications, sanitation and safety standards.
- Flexibility to work overtime as required, even on short notice.
- Mechanical/Technical aptitude to troubleshoot mechanical or technical problems to include minor machine failures and make minor adjustments.
- Ability to gather record and report on operational and quality metrics, through manual or automated systems.
- Employee must be able to perform demanding work as necessary to accomplish the functions of the position.
- Ability to work within established guidelines with little direct supervision.
- Basic machining tools may be required.

### **Required Education and Experience**

- High school diploma or equivalent; or an equivalent combination of experience, education, and training that would provide the level of knowledge and ability required for the position, and
  - Trade school or college experience preferred
- 2 years of operation of manual and automated manufacturing equipment using computer-based control systems (may include classroom setting).

## Physical Requirements and Frequency

### Rating Legend

- [C] Constant (75% or more of time)
- [F] Frequent (26% - 74% of time)
- [O] Occasional (up to 25% of time)

### Requirement

- [C] Vision: Clarity of vision at near and/or far distances.
- [C] Bending/Twisting: Continual, intermittent flexing or rotation of the wrist(s) and spine.
- [C] Carrying: Moving an object, usually by holding it in hands or arms, or shoulders.
- [C] Handling: Seizing, holding, grasping, turning, or otherwise performing precision work with hand or hands.
- [C] Lifting: Raising or lowering an object from one level to another using hands, arms and shoulders, back and legs.
- [C] Pushing/Pulling: Exerting force upon an object so that the objects move away from or toward the force.
- [C] Reaching: Extending hand(s) and arm(s) in any direction.
- [C] Standing/Walking: Remaining on one's feet in an upright position at a workstation or moving about a work area.
- [F] Hearing: Receiving detailed information through oral communication.
- [F] Talking: Expressing or exchanging ideas by means of the spoken word.
- [O] Computer: Usage or other special equipment operated.
- [O] Sitting: Remaining in normal seated position.
- [O] Stooping: Bending body downward and forward by bending spine at the waist.
- [O] Kneeling: Bending legs at knees to come to rest on knee(s).
- [O] Crawling: Moving about on hands and knees, or hands and feet.
- [O] Climbing: Ascending or descending ladders, stairs, ramps, poles, and the like, using feet and legs, and hands and arms.
- [O] Driving: Requires valid state driver's license.

### Acceptance of job description:

**I understand the job requirements of CNC Machinist I**

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Date:

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Signature:

Print Name: