



Job description: CNC Machinist

Position Title: CNC Machinist

Exemption Status: Non-Exempt

Position Reports to: Dir. of Machining Operations **Date:** July 1, 2019

Position Summary:

Maintains quality standards by producing machined parts from set up to operation of a computer numerical control (CNC) machine according to C4 Welding company standards and customer specification.

Essential Job Specific Duties:

1. Comply with all company and industry safety standards.
2. Ability to interpret routings, Engineering specifications, blueprints, and drawings for a variety of large parts and assemblies produced on a RB6 Bridge Mill.
3. Set up mills and lathes by entering instructions, including zero and reference points and setting the specifications for drilling, grinding, milling etc.
4. Prepares and load raw materials and parts on the machine and supervise the machine through execution.
5. Inspect and measure finished products and compare with the requirements to determine if process completed properly
6. Verifies settings by measuring positions, first-run parts, and sample workpieces, while adhering to C4 and customer standards.
7. Possess an understanding of ISO 9001:2015 and AS9100 requirements.
8. Monitor the use of equipment to ensure it is safe and well-maintained and discard any that doesn't meet requirements
9. Does work as apparent or assigned, while working with a team of Machinist, Fabricators, and Engineers.
10. Maintains safe operations by adhering to safety procedures and regulations
11. Creates continuity among work shifts by documenting and communicating actions and keeping a log of work activity.
12. Update job knowledge by participating in educational opportunities and reading technical publications
13. Keeps assigned work areas clean and organized to company standards.
14. Accomplish organizational goals by accepting ownership for accomplishing new and different requests, exploring opportunities to add value to the job.



Essential Associate Job Duties:

1. Improves him/herself in any way possible to enhance job performance.
2. Promotes C4 Welding, its mission, philosophies, values, programs and achievements to the public and other employees.
3. Identifies organizational problems and opportunities for improvement and brings solutions and suggestions to management's attention.
4. Functions as a team member by assisting, supporting, and encouraging other employees in any way possible.

Knowledge and Skill Requirements:

- A keen eye for detail and a results-driven approach
- Proven experience as a CNC operator with a minimum of 3 years of related experience
- Fundamental mechanical and mathematical knowledge
- Experience in reading and interpreting single part and assembly drawing

Key Competencies:

- Collaboration and ability to adapt to changes
- Organization and detail oriented
- Responsible and trustworthy
- Communicate effectively with customers and employees.
- Work in a cooperative and team oriented environment

The employee is expected to adhere to all company policies.

Employee Signature_____

Date_____