

■ Detailed Job Description

Job title: CNC Operator

Reporting to: President

Purpose of the position

Produces machined parts by programming, setting up, and operating a computer numerical control (CNC) machine; maintaining quality and safety standards; keeping records; maintaining equipment and supplies.

Responsibilities & duties

- Read and interpret engineering drawings, blueprints, charts and tables or study sample parts to determine machining operation to be performed, and plan best sequence of operations
Work Standard- Documents actions by completing production and quality logs.
- Move and align subassemblies and components, Install major components, Inspect parts, subassemblies and finished products to ensure quality
Work standard- Complete and maintain inspection reports
- Plans stock inventory by checking stock to determine amount available; anticipating needed stock; placing and expediting orders for stock; verifying receipt of stock.
- Set up, operate and maintain a variety of machine tools including computer numerically controlled (CNC) tools to perform precision, non-repetitive machining operations such as sawing, turning, milling, boring, planning, drilling, precision grinding and other operations, Loads feed mechanism by lifting stock into position.
- Compute dimensions and tolerances and measure and lay out work pieces
- Fit and assemble machined metal parts and subassemblies using hand and power tools
- Programs mills and lathes by entering instructions, including zero and reference points; setting tool registers, offsets, compensation, and conditional switches; calculating requirements, including basic math, geometry, and trigonometry; proving part programs.
- Verify dimensions of products for accuracy and conformance to specifications using precision measuring instruments
- Maintains specifications by observing drilling, grooving, and cutting, including turning, facing, knurling and thread chasing operations; taking measurements; detecting malfunctions; troubleshooting processes; adjusting and reprogramming controls; sharpening and replacing worn tools; adhering to quality assurance procedures and processes.
- Report deviations from specifications and tolerances to supervisor
- Maintains safe operations by adhering to safety procedures and regulations.
- Maintains equipment by completing preventive maintenance requirements; following manufacturer's instructions; troubleshooting malfunctions; calling for repairs. \
- May set up and program machine tools for use by machining tool operators.

- Verify dimensions of machined parts or tooling using micrometers, verniers, callipers, height gauges, optical comparators, co-ordinate measuring machines (CMM) or other specialized measuring instruments
- Maintains continuity among work shifts by documenting and communicating actions, irregularities, and continuing needs.
- WORK AREA: Physically demanding, standing for extended periods of time, noisy

Academic & trades qualifications

Essential	Desirable
Completion of secondary school	Some college/CEGEP/vocational or technical training

Work experience & skills

Essential	Desirable
3 years to less than 5 years Several years of experience as a machinist, tool and die maker or machining toll operator may be required for machining and tooling inspectors	Asset: Master Cam Asset: Fanuc Controls Asset: Fadal/Hass Completion of a four year apprenticeship program or a combination of over four years of work experience in the trade and some college or industry courses in machining is usually required to be eligible for trade certification

Personal qualities & behavioural traits

Essential	Desirable
Conceptual skills, process improvement, verbal communication, functional and technical skills, controls and instrumentation, supply management, tooling, coordination, inventory control, attention to detail, judgement Must Speak, read, and write English	Accomplishes organization goals by accepting ownership for accomplishing new and different requests; exploring opportunities to add value to job accomplishments Updates job knowledge by participation in educational opportunities, reading technical publications

Relationships

With	Purpose
1. Manufacturing	Scheduling
2. Build Leader	Scheduling training and on going support