

## **JOB DESCRIPTION**

**Position:** Machine Shop Setup Operator

**Reports to:** Machine Shop Supervisor

**Classification:** Non-Exempt

### **Mission:**

The Machine Shop Setup Operator will be responsible for setting up CNC machinery for production of component parts. The Machine Shop Setup Operator will program CNC machinery, ensure it is operating effectively by monitoring, loading, unloading, and inspecting parts produced, in addition to overseeing the work of other operators in the department

### **Key Responsibilities and Accountabilities**

- Programming, program selection and program editing on CNC equipment
- Interpret engineering drawings to manufacture parts using CNC machinery
- Ability to make correct tool selection for parts manufacture
- Work with multiple CNC machines
- Maintain and monitor the effectiveness of machinery and equipment
- Perform preventative maintenance on machinery and equipment
- Identify quality, process, machinery, or equipment defects
- Minimize change time between set ups and provide feedback on creating efficiencies
- Contribute to lean and continuous improvement initiatives
- Complete production related paperwork
- Conduct inspection and testing on components
- Maintain a clean and safe work environment
- Follow processes according with the company quality management system
- Follow established safety rules and regulations
- Provide training to coworkers as needed
- Other duties as assigned

### **Qualifications**

- High School diploma or equivalent
- Strong knowledge of CNC machine operation
- Ability to use measuring equipment
- Committed to quality, safety and communication
- Knowledge of ISO quality procedures
- Ability to work in a professional environment

### **Supervisory Responsibility**

This position has some supervisory responsibilities.

## **Physical Demands**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is regularly required to sit or stand. The employee is frequently required to use hands to finger, handle, or feel objects, tools, or controls and to climb or balance. The employee is occasionally required to walk; reach with hands and arms; stoop, kneel, crouch or crawl; and talk or hear.

The employee may occasionally be required to lift and move up to 50 pounds. Specific vision abilities required by this job include close vision, peripheral vision, depth perception and the ability to adjust focus.

## **Position Type/Expected Hours of Work**

40 hours a week, Monday through Friday

## **Travel**

This position does not require travel.

## **Other Duties**

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

\_\_\_\_\_  
Manager (Print Name)

\_\_\_\_\_  
Manager (Signature)

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

\_\_\_\_\_  
Employee (Print Name)

\_\_\_\_\_  
Employee (Signature)

\_\_\_\_\_  
Human Resources