

Job Title: CNC Operator
Department: Production
Reports To: Department Supervisor
FLSA Status: Nonexempt

Job Summary

The CNC Operator operates computer numerical-control (CNC) horizontal lathe, mills, or turning centers to perform machining operations such as turning, boring, facing, and threading parts such as castings, forgings, and bar stock after the job is set up and approved for production by the Quality department.

Essential Duties and Responsibilities

- Reads process sheets, blueprints, and sketches of part to determine operating requirements
- Mounts work piece between center in chuck or in collet
- Depresses buttons, toggles, and starts machining operation
- Observes displays on control panel and compares with data on process sheet to verify dimensional adjustments
- Performs spot checks succeeding pieces for conformance to specifications per instruction on In-Process Inspection Report; completes all in-process inspection requirements
- Operates additional machine during computer-controlled machining cycles when necessary and feasible
- Machines metallic and nonmetallic materials
- Deburrs products produced as needed
- Marks and/or tags nonconforming material as needed and places them in nonconforming hold designated areas
- Tags and/or marks completed material and moves product to appropriate areas
- Watches and checks coolant fluid levels during machine operation

Skills and Qualifications

- High school diploma or general education degree (GED) plus 1–3 months of related experience and/or on the job training, or equivalent combination of education and experience
- Ability to read and comprehend blue prints and instructions, short correspondence, and memos
- Ability to write simple correspondence
- Ability to effectively present information in one-on-one and small group situations to other employees of the organization
- Ability to add and subtract two-digit numbers, and to multiply and divide with 10's and 100's
- Ability to apply common sense to carry out simple one- or two-step instructions
- Ability to deal with standardized situations with only occasional or no variables

Physical Demands

- Regularly stand for 90% of the scheduled shift, and use hands, fingers and wrists in repeated movements with moderate force to grasp, manipulate, or assemble objects
- Possibly use a hammer with moderate force
- Frequently walk, bend, stretch, twist, or reach out with the body, arms, and /or legs repeatedly
- Occasionally sit, talk, and hear
- Regularly lift and/or move up to 25 pounds from floor to shelf
- Constant use of close vision, and ability to adjust focus

Work Environment

- Occasional exposure to fumes or airborne particles
- Occasional loud noise level; hearing protection is available but not required
- Eye protection is mandatory in the shop area

Training Requirements

- Alexandria Pro-Fab Quality Policy
- Nonconforming Product Procedure
- Nonconforming Material Tags
- Green Tag Procedure
- In-Process Inspection Procedure
- Inspection instruments
- Standard Operating Instruction
- Work Order Router Procedure