



# EMPLOYEE JOB DESCRIPTION

(MINIMUM COMPETENCY REQUIREMENTS)

**Date:** \_\_\_\_\_  
**Position:** CNC Operator  
**Reports To:** CNC Manager

## Experience / Education Requirements

<b>Education</b> :	High School Diploma, or related field
<b>Experience</b> e:	1+ years' experience in CNC operations
<b>Skills:</b>	<ul style="list-style-type: none"><li>• <b>Operation Monitoring</b> — Watching gauges, dials, or other indicators to make sure a machine is working properly.</li><li>• <b>Operation and Control</b> — Controlling operations of equipment or systems.</li><li>• <b>Monitoring</b> — Monitoring/Assessing performance of yourself, other individuals, or organizations to make improvements or take corrective action.</li><li>• <b>Quality Control Analysis</b> — Conducting tests and inspections of products, services, or processes to evaluate quality or performance.</li><li>• <b>Active Listening</b> — Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times.</li><li>• <b>Reading Comprehension</b> — Understanding written sentences and paragraphs in work related documents.</li></ul>

## Duties and Responsibilities



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## **PURPOSE OR FUNCTION OF THE JOB:**

Set up, operate, or tend lathe, mills and turning CNC machines to turn, bore, thread, form, or face metal materials, such as castings, rod, bar stock, Etc.

## **DESCRIPTION OF DUTIES OR RESPONSIBILITIES:**

- Adjust machine controls and change tool settings to keep dimensions within specified tolerances.
- Replace worn tools, and sharpen dull cutting tools and dies, using bench grinders or cutter-grinding machines.
- Inspect sample workpieces to verify conformance with specifications, using instruments such as gauges, micrometers, and dial indicators.
- Start lathe, mill or turning machines and observe operations to ensure that specifications are met.
- Position, secure, and align cutting tools in toolholders on machines, using hand tools, and verify their positions with measuring instruments.
- Crank machines through cycles, stopping to adjust tool positions and machine controls to ensure specified timing, clearances, and tolerances.
- Study blueprints, layouts or charts, and job orders for information on specifications and tooling instructions, and to determine material requirements and operational sequences.
- Select cutting tools and tooling instructions, according to written specifications or knowledge of metal properties and shop mathematics.
- Move controls to set cutting speeds and depths and feed rates, and to position tools in relation to workpieces.
- Refill, change, and monitor the level of fluids, such as oil and coolant, in machines.
- Install holding fixtures, cams, gears, and stops to control stock and tool movement, using hand tools, power tools, and measuring instruments.
- Compute unspecified dimensions and machine settings, using knowledge of metal properties and shop mathematics.
- Lift metal stock or workpieces manually or using hoists, and position and secure them in machines, using fasteners and hand tools.
- Move toolholders manually or by turning handwheels or engage automatic feeding mechanisms to feed tools to and along workpieces.
- Turn valve handles to direct the flow of coolant onto work areas or to coat disks with spinning compounds.
- Mount attachments, such as relieving or tracing attachments, to perform operations, such as duplicating contours of templates or trimming workpieces.

## **ADDITIONAL EDUCATION, EXPERIENCE, TECHNICAL SKILLS, COMPETENCIES PREFERRED:**

### **WORKING CONDITIONS**



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**PHYSICAL DEMANDS OF POSITION**

ANALYSIS OF PHYSICAL DEMANDS OF POSITION (Key Based on typical week):

N = Never; R = Rarely (less than 1 hour per week); O = Occasional (1% - 33% of time)

F = Frequent (34% - 66% of time); C = Constant (over 66% of time)

ACTIVITY	FREQUENCY					ACTIVITY	FREQUENCY				
	N	R	O	F	C		N	R	O	F	C
<b>Lifting/Carrying</b>						Twisting/Turning				X	
Under 50 lbs.				X		Reach over shoulders			X		
Over 50 lbs.				X		Reach over head			X		
						Climbing			X		
<b>Pushing/Pulling</b>						Crawling		X			
Under 50 lbs.				X		Kneeling			X		
Over 50 lbs.				X		Squatting			X		
						Sitting				X	
						Walk on normal surfaces				X	
						Walk on uneven surfaces				X	
						Walk on slippery surfaces		X			
						Operate Forklift?		X			
						Operate Overhead Cranes?				X	

Does this position require driving?  Yes  No

Will position use company vehicle or personal?  N/A  Company \_\_\_\_\_

Is this a supervisory position? Yes \_\_\_\_\_ No