**CNC OPERATOR JOB DESCRIPTION**

**Job brief**

Produces machined parts, operating a computer numerical control (CNC) machine, writes and reads programs and blueprints, maintains and improves quality and safety standards; keeps and creates records; maintains equipment and supplies.

**Responsibilities**

* Studies blueprints, sketches, drawings, manuals, specifications, or sample part to determine dimensions and tolerances of finished workpiece, sequence of operations, and setup requirements.
* Measures, marks, and scribes’ dimensions and reference points on material or work-piece as guides for subsequent machining as necessary.
* Selects, aligns, and secures holding fixtures, cutting tools, attachments, accessories, and materials on machines as necessary to machine parts as required.
* Calculates and sets controls to regulate machining factors such as speed, feed, coolant flow, and depth and angle of cut, or enters commands to retrieve, input, or edit computerized machine control media according to established guidelines and procedures.
* Starts and observes machine operation to detect malfunctions or out-of-tolerance machining and adjusts machine controls or control media as required.
* Verifies conformance of finished workpiece to specifications, using measuring and inspection tools as necessary.
* Sets up and operates machine on trial run to verify accuracy of machine settings or programmed control data.
* Performs routine maintenance tasks on machines as required.
* Confers with engineers, production personnel, programmers, or others to resolve machining or assembly problems.
* Maintain a clean and organized work area and maintain all equipment, to like new appearance, according to maintenance plans and established procedures
* Maintain a positive work atmosphere by acting and communicating in a manner so that you get along with customers, clients, co-workers and management.
* Continue to grow lean knowledge and use the tools to identify and assist with continuous improvement.
* Ensure that safe work practices are followed and adhered to.

**Requirements/ Skills/Qualifications**

* Ability to read & understand blueprints and technical documents commensurate with machine operation.
* A genuine belief in continuous improvement and disciplined processes and a willingness to analyze, challenge and change processes, if needed, to create a more efficient environment and culture.
* Organizational and time management skills.
* Self-starter with ability to multi-task and prioritize workday/projects independently
* Excellent interpersonal and communication skills.
* Firm understanding of CNC programs including formatting and editing.
* Ability to use various inspection gages.
* Confidence to approach supervisor with suggestions to changes to processes, if needed, to create a more efficient environment and culture.
* Basic computer knowledge.
* Conceptual Skills, Process Improvement, Verbal Communication, Functional and Technical Skills includes Blueprints and technical Drawings, Controls and Instrumentation, Coordination, Attention to Detail, Judgment