



North Easton Machine
COMPANY, INCORPORATED
218 ELM STREET NORTH EASTON, MA 02356 PHONE (508) 238-6219 FAX (508) 238-7917

JOB DESCRIPTION

JOB TITLE: CNC OPERATOR

DEPARTMENT: SHOP

REPORTS TO: PRODUCTION MANAGER

Basic Function:

To produce machined parts that conform to specifications by operating CNC, manual machines, and related shop equipment.

Responsibilities:

- 1 Maintains safe operation by adhering to safety procedures, including start up and shut down of the machines assigned*
- 2 Runs multiple CNC machines, as assigned*
- 3 Loads feed mechanism by lifting stock into position.*
- 4 Is able to perform offsets and change tooling while a job is running*
- 5 Operates machine tools to include manual lathes, manual milling machines, and grinders*
- 6 Positions and secures work pieces to holding devices, machine tables, chucks, centers or fixtures*
- 7 Maintains equipment by completing preventive maintenance requirements, follows manufacturer's instructions, troubleshoots malfunctions*
- 8 Maintains a well ordered work station, performs routine chip removal, cleaning down of equipment and mopping of floor in general work station area.*
- 9 Documents actions by completing production and quality logs*
- 10 Maintains continuity among work shifts by documenting and communicating actions, irregularities to other appropriate staff, with attention to continuous improvement.*
- 11 Has basic knowledge of standard inspection equipment*
- 12 Complies with company policies and procedures giving special attention to ISO quality, ITAR and safety regulations*
- 13 Performs other related duties as assigned.

*INDICATES A SKILL ESSENTIAL TO THE JOB FUNCTION

Skills:

Read and understand blueprints

Oral Communication Skills

Written Communication Skills

Technical Communication

Math Aptitude

Organization

Manage Priorities

Ability to lift 40 lbs.

Manual Dexterity

Time Management

Teamwork

Education/Training:

Degree: High School Diploma or Equivalent, preferably from an accredited trade school.

Computer skills: Basic knowledge of Word, Excel, Outlook

Experience:

2+ years of prior experience operating CNC lathes, CNC Swiss lathes, CNC mills and other related equipment (Specific experience with Citizen, Star, Tsugami, Robodrill, Conquest or Cobra brands desirable)

Physical Demands:

The employee must stand for long periods, lift and carry 40 pounds, and grasp small parts.