



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/SET-UP

DEPARTMENT: SHOP

REPORTS TO: PRODUCTION MANAGER

Basic Function:

To produce machined parts that conform to specifications by setting up and running CNC machines.

This job description encompasses the duties of a CNC operator, with the additional responsibilities listed below:

Responsibilities:

1. Maintains safe operation by adhering to safety procedures, including start up and shut down of CNC machines.
2. Loads feed mechanism by lifting stock into position*
3. Completes full set up of equipment working from set up instructions *
4. Has a basic knowledge of the program format.
5. Maintains equipment by completing preventive maintenance requirements, follows manufacturer's instructions, troubleshoots malfunctions*
6. Maintains a well ordered work station, performs routine chip removal, cleaning down of equipment and mopping of floor in general work station area.*
7. Documents actions by completing production and quality logs*
8. Maintains continuity among work shifts by documenting and communicating actions, irregularities to other appropriate staff, with attention to continuous improvement.*
9. Has basic knowledge of standard inspection equipment*
10. Complies with company policies and procedures giving special attention to ISO quality, ITAR and safety regulations*
11. 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

Team Work

Manual Dexterity

Time Management

Education/Training:

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

Computer skills: Basic knowledge of Word, Excel, Outlook

Experience:

3+ years of prior experience operating and setting up 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.