



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 PROGRAM EDITOR

DEPARTMENT: SHOP

REPORTS TO: PRODUCTION MANAGER

Basic Function:

To produce machined parts that conform to specifications by setting up and running CNC machines with the ability to make basic edits to CNC programs.

Responsibilities:

1. Completes full set up of equipment, working from set up instructions*
2. Knowledge of setting collets, guide bushings, tool orders and cutting tools as needed*
3. Verifies settings (offset) by measuring positions, first-run part*
4. Loads feed mechanism by lifting stock into position.*
5. Documents actions by completing production and quality logs*
6. Maintains tools, gages, and equipment in a clean, orderly, and safe manner*
7. Trains operators*
8. Maintains equipment and supplies, new tooling and stock tooling*
9. Maintains equipment by completing preventive maintenance requirements, follows manufacturer's instructions, troubleshoots malfunctions*
10. Maintains continuity among work shifts by documenting and communicating actions, irregularities to other appropriate staff, with attention to continuous improvement.*
11. Complies with company policies and procedures giving special attention to ISO quality, ITAR and safety regulations*
12. 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

Time Management

Manual Dexterity

Teamwork

Education/Training:

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

Computer skills: Basic knowledge of Word, Excel, Outlook

Experience:

4+ years of prior experience operating, setting up, and editing programs for 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.