



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 PROGRAMMER

DEPARTMENT: SHOP

REPORTS TO: PRODUCTION MANAGER

Basic Function:

To operate, set up and generate CNC programs for machines allocate using appropriate software. Produce machine parts that conform to specifications.

Responsibilities:

1. Studies specifications such as blueprint, work order, and materials to plan and program the sequence of operations*
2. Keeps records of programs, setup sheets and all other documentation for parts*
3. Able to set up, operate, and edit a computer numerical control (CNC) machine*
4. Verifies setting by measuring positions, first run part*
5. Documents actions by completing production and quality logs*
6. Maintains tools, gages, and equipment in a clean, orderly, and safe manner*
7. Maintains equipment and supplies, new tooling and stock tooling*
8. Maintains equipment by completing preventive maintenance requirements, follows manufacturer's instructions, troubleshoots malfunctions*
9. Maintains continuity among work shifts by documenting and communicating actions, irregularities to other appropriate staff, with attention to continuous improvement.*
10. Training of less experienced machine operators and set-up personnel*
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:

Reads/Understands blueprints and GD & T

Oral Communication Skills

Written Communication Skills

Technical Communication

Math Aptitude

Organization

Able to Manage Priorities

Time Management

Manual Dexterity

Teamwork

Education/Training:

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

Computer skills: Proficient in Word, Excel, Outlook and CAD/CAM software.

Experience:

6+ years of prior experience operating, setting up, and programming CNC lathes, CNC Swiss lathes, CNC mills and other related equipment (Specific experience with Citizen, Star, Tsugami, Robodrill, Conquest or Cobra brands and knowledge of GibbsCAM or Part Maker is desirable),

Physical Demands:

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