## JOB DESCRIPTION

| **Title** | CNC Operator | | |
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| **Reports To** | [INSERT TITLE] | | |

**Job Purpose**

The CNC Operator manages computer numeric controlled (CNC) equipment from setup to operation, producing parts and tools from various resources such as metal and plastic. They are in charge of monitoring machinery, inspecting finished products, and leading test runs.

This job is critical because some materials are difficult to shape or handle manually or with conventional equipment. The CNC Operator ensures that systems run smoothly with little input from anyone else on site.

**Duties and Responsibilities**

Responsibilities include, but are not limited to:

* Set up and manage CNC machines for various tasks such as drilling, grinding, and milling.
* Convert engineering drawings and specifications into production dimensions.
* Check that the CNC machine is operating in accordance with the company's guidelines.
* Supervise the machines as they perform the tasks and make the necessary changes to produce better results.
* Check machinery on a daily basis to ensure proper operation and maintain detailed and accurate records of findings.
* Complete production and quality logs to record all machine actions.
* Provide clients with timelines.
* Communicate any logistical issues that arise during the part-creation process.
* Ensure that the results of the machining process match the expectations of the client.
* Conduct regular CNC machine evaluations.
* Participate in health and safety classes, as required.
* Comply with all safety guidelines and protocols.
* Perform other related duties as assigned.

**Key Qualifications**

* High school diploma or equivalent is required.
* Successful completion of an apprenticeship.
* Engineering certificate or diploma is advantageous.
* X years of CNC machine operator experience.
* Knowledge of how to operate CNC machinery and tooling, as well as precision measurement tools.
* Can read and interpret mechanical documents and drawings.
* Computer savvy with a working knowledge of computer programming and CAD/CAM.
* Mechanical aptitude and strong maths skills are required.
* Ability to read and interpret blueprints/drawings from engineering.
* Knows how to translate mechanical documents and engineering drawings.
* Knowledge of and commitment to health and safety standards and practices, including safe machine operation procedures and safe load handling techniques.

**Core Competencies**

* Excellent communication skills, both written and verbal.
* Excellent attention to detail combined with a goal-oriented attitude.
* Excellent comprehension and analytical skills.
* Strong problem solving skills.
* Strong team player.
* Self motivated.

**Working Conditions**

* The standard workweek for this position is [insert #] hours. The standard business hours for this position is [insert core hours].
* Some travel may be required.
* Overtime and hours worked outside of the standard work schedule may be required.
* Standing for long periods of time.
* Required to wear personal protective equipment such as ear plugs or safety glasses.
* Reaching, bending, or lifting up to 50 pounds.
* Some exposure to hot and cold temperatures or inclement weather.
* Formal COVID-19 precautions are in place for employees.