



JOB DESCRIPTION JUNIOR CNC OPERATOR

Reports To:	CNC Manager	Approved By:	S. Heredia
Address:	46939 Bayside PKwy, Fremont	Revision Date:	04/2013
FLSA Status:	Non-Exempt	Shift:	Any

POSITION SUMMARY: Performs the task of Junior CNC Operator

ESSENTIAL JOB DUTIES AND RESPONSIBILITIES:

Other duties and responsibilities may be assigned

- Load and run parts into CNC Mill/Lathe machines
- Detail and finish parts per blueprint
- Maintain production efficiency levels
- Keep machine tools in clean and working order
- Fill out Inspection first article and in process reports
- Complete Traveler fully and accurately
- Fill out tags Discrepant Material Tag for any parts not within print
- Report machine problems
- Communicate, support and reinforce the values of the organization professionally
- Work in a team environment and be supportive of all company initiatives
- Maintain a safe and organized work area

SECONDARY DUTIES

- None

JOB QUALIFICATION REQUIREMENTS

Physical Demands

Must be able to stand, push, pull, reach and bend to the floor and must be able to push up to 75 lbs. occasionally

Hearing Ability

No special requirement

Visual Acuity:

Near acuity and accommodation are required to read blueprints, set-up sheets, and travelers

Working Conditions

Works on the shop floor, may be subject to

- High levels of noise
- Physical hazards of moving equipment and machine parts.
- Flying cutting fluid and coolant
- Varying degrees in temperature

Work Experience

Experience in a manufacturing setting

Requirements

- Ability to multi-task
- Ability to handle several tasks with frequent interruptions
- Ability to work with minimal supervision

Equipment or Software

- Dynabug Orbital Sander
- Air Die Grinder
- Electrical Die Grinder
- Various other polishing tools and hand tools

Education

High School diploma required. Formal education, beyond high school is a plus

Measures on Performance

- Attendance
- Ability to take direction
- Ability to learn new skills
- Quality of workmanship