

TOOLCRAFT INC. JOB DESCRIPTIONS



[Back to top](#)

POSITION TITLE:
CNC Machinist

POSITION SUMMARY: The CNC Machinist reports to the Shop Foreman and is responsible for the setup and operation of various CNC machines as assigned.

JOB DUTIES – include, but are not limited to,

- Setup of tooling and fixtures as required by the project work order and setup sheet.
- Create and maintain shop documents.
- Program editing as required to improve accuracy and efficiency.
- Tie-in and train shop technicians.
- The operation of the machine per programs and work order instructions.
- In process inspection of parts in conjunction with a part checklist to ensure the quality of parts produced.
- Deburring of parts in process where required for continuous machine operation and to promote efficient use of machine run time.
- Promote continuous process improvement through daily involvement in shop activities and by communicating effectively with all staff members, vendors, and customers.
- Maintain cleanliness of machines, tools, and work area to promote safe and efficient operation.

REQUIRED SKILLS – The CNC Lead Machinist will:

- Perform all duties under the highest ethical standards.
- Exhibit good communication and organizational skills.
- Possess strong knowledge of basic shop math.
- Possess strong knowledge of machining practices, including set up and operation.
- Be able to understand CNC programs and edit them.
- Be able to create concise and legible shop documents.
- Be able to read, understand, and follow all shop procedures and instructions.
- Possess a strong understanding and be able to use all inspection devices.
- Maintain a strong understanding and acceptance of the company quality management system and relating procedures.

EXPERIENCE:

Minimum of 1 year in a manufacturing environment and an additional 6 months of CNC machine operation.

EDUCATION/CERTIFICATIONS:

High school diploma or equivalent within 2 years of hire date.
Other education as required to perform the skills listed above.