



# Job Descriptions

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## POSITION TITLE: CNC MACHINIST LEVEL 1

### Position Summary:

The CNC Machinist Level 1 reports to the Mill Supervisor and is responsible for the setup and operation of various CNC machines as assigned with some supervision required.

### Position Duties: Include, but are not limited to,

- Setup of entry level tooling and fixtures as required by the work order and setup sheet.
- Maintain shop documents.
- 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,
- Maintain cleanliness of machines, tools, and work area to promote safe and efficient operation.
- Maintaining cleanliness of inspections tools and ensure they are properly calibrated.
- Maintaining accurate quantities of parts and material yield.

### Required Skills:

- Exhibit good communication and organizational skills.
- Possess strong knowledge of basic shop math.
- Possess strong knowledge of machining practices, including set up and operation.
- Maintain a good understanding of machine tools, identifying correct tools, when tools are worn and how to load replacements.
- Maintain a good understanding of Tool and Work offsets, when and how they are used.
- 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.

### Expectations:

- Perform all duties under the highest ethical standards.
- Uphold Toolcraft Core Values
  - Quality Focus
  - Clean and Organized Workspace
  - Strive to Learn and Improve
  - Encourage Teamwork

### 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.