



**POSITION:** CNC Set-Up Operator A

**DEPARTMENT:** 401-DL

**REPORTS TO:** Supervisor / Plant Manger

**STATUS:** Non-Exempt

---

**POSITION SUMMARY:**

Expert ability to set-up and operate all assigned jobs on both horizontal and vertical mills and/or lathes. Fully responsible for producing quality product in a timely and efficient manner with no technical supervision. Set-up and manufacture parts in accordance with set-up sheets, blue-prints and customer specification utilizing the appropriate CNC equipment. May instruct lower-skilled set-up or operator-level personnel.

**ESSENTIAL JOB DUTIES:**

1. Accountable for accurate set-up for jobs.
2. Accountable for meeting rates in the Operations Sheet.
3. Accountable for quality of parts.
4. Accountable for following established processes (quality, rates etc.).

**ESSENTIAL FUNCTIONS:**

1. Checks work instruction, material type and size to ensure accurate job set-up.
2. Receives and loads CNC Programs; modifies, edits and adjusts to ensure optimum production and efficiency; sets appropriate tool off-sets.
3. Multi-tasks and sets-up, runs or oversees multiple machines to maximize efficiency.
4. Manufactures or selects appropriate tooling and fixtures needed to complete a job.
5. Runs production including secondary operations as instructed and within routed timeframe on a variety of machinery and equipment, including drill press and de-burring equipment.
6. Visually inspects production for surface finish; burrs, scratches, rust and other defects.
7. Owns product quality checks product against blue-print or drawing using a variety of measuring equipment including micrometers, calipers, profile projector/comparator, etc., ensuring all quality standards are met or exceeded.
8. Counts, marks, and packs parts, if needed.
9. Performs mechanical tasks such as loading and unloading of vises, fixtures and parts.
10. Returns all tools to Tool crib and all measuring equipment to Quality Department.
11. Communicates instructions and oversees jobs run by lower-skilled personnel as needed or asked.
12. Keeps work area neat and orderly.
13. Completes Operations Sheet and other appropriate documents neatly and accurately.
14. Effectively uses Real-Time Data Collection for working hours and logging into and out of production.
15. Works with Lead or Engineering to ensure accurate set-up and run estimated times.
16. Complies with appropriate company and machine safety policies & procedures.
17. Works in accordance with M&R Company Work Instructions, Policies and Procedures, including safety and those governing the quality system as defined by ISO/AS and outlined in the M&R Quality Policy and Procedure Manuals.
18. Communicates all production information such as quality issues, scrap rates and other problems to appropriate personnel including Lead, Supervisor, Engineering and Quality Department.
19. Participates in activities to increase personal skill level, overall departmental processes and product quality.
20. Receives, understands and follows all written and oral instructions.
21. Resolves day-to-day issues by working effectively with others.
22. Accepts and completes other duties required to meet company needs as assigned by Supervisor/Manager.

**MINIMUM SKILLS AND ABILITIES:**

1. Expert technical ability to set-up and run secondary operations, including drill press, deburring & polishing.
2. Ability to load, unload tools and enter offsets as necessary.
3. Expert technical ability to read, modify and edit programs.
4. Expert ability to read, understand and interpret blue-prints and customer specifications. May help others as needed.
5. Strong ability to use and interpret appropriate calibrated metrology device for piece part inspection including profile projector.
6. Distinguish different raw materials (e.g. Stainless Steel vs. Cold Rolled Steel)
7. Understand machining properties of various raw materials (e.g. 303SST vs. 304SST).
8. Maintain a working knowledge of appropriate mathematical skills (e.g. basic trigonometry).
9. Ability to read, write and communicate in English.
10. Ability to follow written and verbal instruction.
11. OSHA-required training in Lock-out / Tag-out, Hazard Communication, PPE and Emergency Evacuation.
12. In-house training on all assigned machinery and equipment.

**MINIMUM PHYSICAL REQUIREMENTS:**

1. Stamina to work all assigned regular and overtime hours.
2. 20/40 vision required with or without correction.
3. Ability to use hands 100% of the workday.
4. Ability to hear 100% of the workday.
5. Ability to stand and or walk 100% of the workday; ability to bend, stoop or twist up to 75% of the workday.
6. Ability to exert physical force to push, pull, lift or carry 70 pounds frequently during the workday.
7. Ability to work in shop environment - exposure to potentially hazardous metal working machinery and equipment, loud noises, dust, mist, oils and solvents.