

CNC MACHINIST

JOB TITLE	CNC Machinist
REPORTS TO (title)	Operations Manager
DEPARTMENT NAME	Machine Shop

1. **PRIMARY PURPOSE -**

Responsible for the efficient setup and operation of one or more multi-axis CNC machines to produce components in accordance to engineering drawings, internal sketches, or other specifications provided.

2. **ESSENTIAL DUTIES AND RESPONSIBILITIES -**

- Develop, lead and run programs of CNC machining by reviewing work orders, customer prints, engineering plans, materials specifications, orthographic drawings, reference planes, locations of surfaces, and machining parameters; interpreting geometric dimensions and tolerances (GD&T).
- Support prototype, pre-production and production programs.
- Provide technical support to management and engineering including process development and review, tooling design and labor estimates.
- Maintain documentation on projects in process, including process serialization and test reports.
- Responsible to meet Key Performance Indicator for department, i.e., Quality, Safety, and On-Time Delivery Metrix.
- Support company 5S and Lean Initiatives.
- Must consistently maintain a clean and organized work area.
- Positive customer focused attitude
- Provide training to production employees on key processes and procedures as applicable to their respective production area.
- Support and embrace the Hardin Optical Core Values.
- Responsible to implement, promote, review, and continually improve the effectiveness of the Quality Management System.

3. **OTHER DUTIES AND RESPONSIBILITIES -**

- Maintain adherence to Company policies, safety/ergonomic standards and good housekeeping practices.
- Willing to work overtime and off shifts as required – including weekends.
- Perform other duties and responsibilities as required.

4. **MINIMUM QUALIFICATIONS AND EXPERIENCE -**

- High School/GED/Technical degree or equivalent experience.

- Minimum of 3-5+ years of experience in Conventional & CNC Machining of Precision Components.
- Must be proficient in using in Can-CAM software- MasterCAM, CamWorks, and Solidworks.
- Competent shop math and algebra skills required.
- CNC programming and knowledge of G and M codes or experience preferred with ability to edit programs.
- Excellent problem solving skills.
- Ability to handle multiple tasks and prioritize accordingly.
- Ability to read blueprints.
- Organized, with strong technical and computer skills.
- Knowledge of metrology methods and equipment.
- Must exhibit good communication, interpersonal skills, and an ability to manage his/her own priorities and workloads while working in a team environment

- Preferred Qualifications and Experience:
 - Ability to produce machined optical components by setting up and operating computer numerical control (CNC) machines.
 - Ability to operate optical metrology test equipment – Interferometer (Zygo, Optipro), CMM, White light interferometer, calipers, micrometers, comparator and sag gauges.
 - Understand and implementation of Lean Manufacturing Fundamentals including 5S standards to ensure clean and organized working areas.

5. PHYSICAL DEMAND -

A. The physical effort typically applied in this job includes:

<input checked="" type="checkbox"/>	Lifting	<input type="checkbox"/>	Pulling	<input checked="" type="checkbox"/>	Reaching
<input checked="" type="checkbox"/>	Carrying	<input type="checkbox"/>	Pushing	<input type="checkbox"/>	Shoveling
<input type="checkbox"/>	Other (specify)			<input type="checkbox"/>	Keying/typing

B. Check the box that best reflects the amount of effort typically applied and the frequency of application:

Amount of Effort Applied	% of Time Effort is Applied			
	Less than 15%	15% to 40%	40% to 70%	More than 70%
Less than 1lb.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Between 1 & 5 lbs.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Between 5 & 25 lbs.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Between 25 & 60 lbs.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
More than 60 lbs.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

C. The effort reflected in the above chart is typically applied in the following work positions:

<input checked="" type="checkbox"/> Sitting	<input checked="" type="checkbox"/> Standing	<input type="checkbox"/> Walking
<input type="checkbox"/> Stooping	<input checked="" type="checkbox"/> Bending	<input type="checkbox"/> Confined
<input type="checkbox"/> Other (specify)		

6. MENTAL OR VISUAL DEMAND -

<input type="checkbox"/>	Occasional mental and/or visual attention; the operation performed is either close to being automatic or the duties require attention only at long intervals.
<input type="checkbox"/>	Frequent mental and/or visual attention; the flow of work is either intermittent or the operation involves waiting for a machine or process to complete a cycle with intermittent checking or inspection involved.
<input type="checkbox"/>	Continuous mental and/or visual attention; the work is either repetitive or diversified requiring constant alertness to monitor the production process and/or identify defects.
<input checked="" type="checkbox"/>	Concentrated mental and/or visual attention; the work involves performing complex tasks to very close accuracy and quality specifications; or a high degree of hand and eye coordination for sustained periods.
<input type="checkbox"/>	Intense and/or exacting mental and/or visual attention; the work involves visualizing, planning, laying out, or otherwise performing very involved and complex work.

7. WORKING CONDITIONS -

A. Identify the kinds of disagreeable elements incumbent would typically be exposed to in the work area:

<input checked="" type="checkbox"/> Dust	<input type="checkbox"/> Dirt	<input type="checkbox"/> Heat	<input type="checkbox"/> Cold
<input checked="" type="checkbox"/> Some Fumes	<input checked="" type="checkbox"/> Some Noise	<input type="checkbox"/> Vibration	<input type="checkbox"/> Water
<input type="checkbox"/> Other (specify)			

B. Check the statement below that best describes the physical surroundings or conditions under which the job is typically performed and the extent of exposure to the disagreeable elements noted above:

<input type="checkbox"/>	The job is typically performed under very comfortable working conditions; any disagreeable elements are generally absent during normal performance of job.
<input checked="" type="checkbox"/>	Work is typically performed under reasonably good working conditions; while exposure to any or all of the above elements may occur, such exposure is generally not present to the extent of being disagreeable.
<input type="checkbox"/>	The job is often performed under somewhat disagreeable working conditions; exposure to any or all of the above elements is likely, with at least one present to the extent of being disagreeable.
<input type="checkbox"/>	The job is continuously performed under disagreeable working conditions; exposure to any or all of the above elements is probable, with several being present to the extent of being objectionable.
<input type="checkbox"/>	Work is continuously performed under extremely disagreeable working conditions; exposure to many objectionable elements is both continuous and intensive.

8. ATTENDANCE -

Compliance with general company standards is acceptable.

9. SAFETY -

Compliance with general company standards is acceptable.

10. FLSA STATUS -

NON-EXEMPT (eligible for overtime pay)

11. EEO CLASSIFICATION -

<input type="checkbox"/> Official/Manager (1)	<input type="checkbox"/> Professional (2)	<input type="checkbox"/> Technician (3)	<input type="checkbox"/> Sales (4)
<input type="checkbox"/> Administrative Support Workers (5)	<input checked="" type="checkbox"/> Craft Worker (6)	<input type="checkbox"/> Operative (7)	<input type="checkbox"/> Laborer (8)
<input type="checkbox"/> Service Worker (9)			

12. SIGNATURES & DATES -

<i>Immediate Supervisor</i> <i>Date:</i>	<i>Next Level of Management</i> <i>Date:</i>
<i>Human Resources</i> <i>Date::</i>	<i>Employee</i> <i>Date:</i>