



# JOB DESCRIPTION

**Job Title:** CNC Machine Centers  
Setup Operator

**G3 Plant:** Mosinee

**Department:** 20

**Job Code:**

**FLSA Status:** Non-exempt

**Reports To:** Production Manager

## **Principle Duties and Areas of Responsibility:**

- ▶ Must be able to set up and run CNC Machine Centers at or above established quality and efficiency standards.
- ▶ Set up and run according to production schedule.
- ▶ Set up all jobs according to blueprint specifications and tolerances.
- ▶ Measure dimensions of finished work pieces to ensure conformance to specifications using calipers, height gages, templates, rulers, etc.
- ▶ Must be able to read blue print, distinguish / identify type of threading, snap ring grooves and turns.
- ▶ Safely and accurately operate machines to produce pieces to quality and efficiency standards, including repetitively lifting parts into and from machines manually, and repetitively removing parts and remnants.
- ▶ Ability to read work orders to determine specifications, such as materials to be used, location of holes, dimensions and tolerances, proper labeling of parts, etc., and accurately complete all required functions to ensure only quality product is produced.
- ▶ Accurately document/record information in written and electronic form.
- ▶ Perform operator maintenance on machines per established schedules, (clean and lubricate etc).
- ▶ Support achievement of company standards in safety, efficiency, quality, on-time production etc.
- ▶ Assist in rapid improvement projects to improve departmental metrics as required to maximize value and reduce costs along with continuous improvement of product and process quality in all areas.
- ▶ Other tasks as required.

## **Education:**

2 year technical degree preferred or equivalent experience.

## **Skills and Abilities:**

- ▶ Ability to operate a CNC Machine Center with a good understanding of G and M codes.
- ▶ Must be able to make adjustments to programs to assure quality parts are produced.
- ▶ Basic mechanical ability
- ▶ Good hand/eye coordination



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- ▶ Must display good judgment, work well independently, and work well with others.
- ▶ Strong Quality work ethic is required.
- ▶ Must be self-motivated and able to work independently

## Physical Requirements:

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Use these codes to complete this section: "F" for frequently; "O" for occasionally; "N" for not at all.

### Physical Activity

On the job the employee must:

- (F) Bend
- (O) Squat
- (N) Crawl
- (O) Climb
- (O) Kneel
- (F) Handle objects (manual dexterity)
- (O) Reach above shoulder level
- (F) Use fine finger movements
- (F) Repetitive movement
- ( ) Other \_\_\_\_\_

Must carry/lift loads of:

- (F) Light (up to 25lbs.)
- (F) Moderate (25-50lbs.)
- (O) Heavy (over 50lbs.)

### Physical Ability:

- Vision:  Good
- Color Vision:  Normal
- Hearing:  Normal
- Talking/Speech:  Good

### Physical Exposure

On the job the employee:

- (F) Is exposed to moderate or excessive (circle) noise
- (F) Is around moving machinery
- (F) Is exposed to marked changes in temperature and/or humidity
- (F) Is exposed to dust, fumes, gases, microwave, Other \_\_\_\_\_ (circle)
- (O) Drives motorized equipment
- (O) Works in confined quarters
- (N) Unprotected heights
- ( ) Other \_\_\_\_\_

### Acceptable Minimum

- Poor
- Impaired
- Moderate Loss
- Fair
- Blind
- Deaf
- Mute