

Department: Engineering **Reports to:** Plant Engineering Manager
Employee Type: Indirect

Primary Job Function: The CNC Machine Specialist is responsible for coordination between Engineering and Production regarding the development and continuous improvement of the machining process for all parts – including setup and programming activities, new part development, fixture development, part revision changes, daily production support activities, daily maintenance activities, material handling, problem solving activities, operator training, and documentation development and retention.

Specific Job Responsibilities:

- Support process design, machine setup, operation, inspection, daily maintenance, and training for CNC Machine activities
- Create, modify, and handle all part files, programs, setup sheets, specifications to determine setup procedures, machine/tool sequence, and ensure their organization and integrity on the IF network and any supplemental software
- Collaborate with Engineering and Production regarding product processing in order to ensure effectual production methods
- Participate in cross functional teams for timely and effective documentation of corrective actions for internal and external issues involving machining operations and processes
- Work closely with Engineering and Production teams to develop, coordinate, and implement technical training for CNC machine operators
- Evaluate and improve machining processing methods whenever possible to meet or exceed production, quality, and cost standards
- Create and maintain accurate machining process documentation of methods, fixtures, tools, and daily/weekly preventative maintenance activities in accordance with Engineering, Maintenance, and standard machine manufacturer standards
- Train new CNC Machine operators according to the company standard operating procedures
- Perform or assist CNC machine operators in addressing concerns related to daily assigned tasks, machine setup, and programs while helping to identify practices that improve production rates, efficiencies, and quality
- Perform or assist machine operators in daily machine job setup including program control, reviewing machine instructions, controller interface, machine commands, cutting tool setup, cutting tool adjustments, and work piece orientation to ensure accuracy of procedure, cut quality and dimensional results against customer requirements
- Assist Production in discussing and evaluating daily feedback during the production walk through
- Support Production, Maintenance, and Purchasing in maintaining CNC Machine consumables and critical parts list
- Support Maintenance with daily preventative maintenance duties and machine adjustments along with the identification of machine issues and repair if required
- Support part inspection against customer requirements
- Supports organization and identification of work area, tool holders, and consumables
- Perform other duties as assigned

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		Page 2 of 2

Job Qualifications (Preferred):

Specific Experience: 2+ years experience in programming, set up, and operation of CNC Machining Centers

Formal Education: Graduation from an Accredited High School, GED program, or Trade School program

Certifications: N/A

Skills: MasterCam programming software, HAAS VF-Series machine control, Microsoft Office (Word, PowerPoint, Excel), AutoCAD or Solidworks experience, Effective math skills, problem solving experience, and the ability to interpret drawings.

Physical Requirements of the Job:

Vision acuity, corrected or uncorrected, capable of reading documents, blueprints, gauges, equipment settings, calibration instruments, parts labels and written materials and inspecting fixture set up and work products. Speech and hearing capacity appropriate for frequent person to person and phone based conversations and meetings.

Able to move about weld and fabrication plant with walking and other manufacturing environment hazards. Tolerance for wearing protective apparel and devices. Working frequently in a hot, noisy environment.

PPE:

Personal Protective Equipment (PPE) required to be worn on production floor at all times: Safety glasses, hearing protection, gloves, and steel toe work shoes