



Job Title:	CNC Machinist	Job Code:	
Department:	Machinery	Grade:	

JOB DESCRIPTION

Job Summary

The CNC Machinist is responsible for producing machined parts by programming, setting up, and operating a computer numerical control (CNC) machine; maintaining quality and safety standards; keeping records; maintaining equipment and supplies.

Competencies

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| <ul style="list-style-type: none">▪ Dependability▪ Organization Skills▪ Productivity | <ul style="list-style-type: none">▪ Quality▪ Technical Skills |
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Job Duties

- Plans machining by studying work orders, blueprints, engineering plans, materials, specifications, orthographic drawings, reference planes, locations of surfaces, and machining parameters; interpreting geometric dimensions and tolerances (GD&T)
- Programs mills and lathes by entering instructions, including zero and reference points; setting tool registers, offsets, compensation, and conditional switches; calculating requirements, including basic math, geometry, and trigonometry; proving part programs
- Updates job knowledge by participating in educational opportunities; reading technical publications
- Sets up mills and lathes by installing and adjusting three- and four-jaw chucks, tools, attachments, collets, bushings, cams, gears, stops, and stock pushers; indicating vices; tramping heads
- Loads feed mechanism by lifting stock into position.
- Verifies settings by measuring positions, first-run part, and sample work pieces; adhering to international standards.
- Maintains specifications by observing drilling, grooving, and cutting, including turning, facing, knurling and thread chasing operations; taking measurements; detecting malfunctions; troubleshooting processes; adjusting and reprogramming controls; sharpening and replacing worn tools; adhering to quality assurance procedures and processes
- Maintains continuity among work shifts by documenting and communicating actions, irregularities, and continuing needs.
- Documents actions by completing production and quality logs.
- Collaborate with supervisor and co-workers to ensure an on-time quality product and to accomplish work goals.
- Exchange information and knowledge on issues encountered.
- Communicate safety or production issues to supervisor.
- Maintain positive and productive working relationships with supervisor, other shop employees, engineering and office staff.
- Be courteous and helpful when dealing with customers, suppliers and co-workers.
- Comply with the Occupational Health and Safety Act and policies as outlined in the Company Health and Safety manual to prevent workplace injuries including using personal protective equipment, using protective devices on equipment, performing all pre-use inspections as required, follow lockout procedures and report all injuries
- Strictly adhere to machine safety manual



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- Follow all company rules and regulations as outlined in the Employee Handbook
- Follow departmental processes required by ISO and actively participate in recommending improvements
- Complete daily Labour Sheets ensuring accurate allocation of time spent

Job Requirements (Education, Knowledge & Skill)

- High school with some technical training as a Machinist
- CNC Machinist Certificate or equivalent experience
- 5 years as a general machinist using the same or similar equipment.
- Ability to use precision measuring tools.
- Ability to safely operate forklifts, cranes, and lift magnets.
- Ability to produce quality parts.
- Ability to push machines and tools to design limits.
- Good communication skills to gain and provide understanding of issues.
- Ability to read mechanical engineering drawings.
- Conceptual Skills
- Inventory Control
- Attention to Detail

Work Conditions & Physical Demands

- Normal for an industrial heavy metal manufacturing environment
- Works with heavy parts, near moving mechanical parts, and material handling equipment.
- The environment can be noisy and there is a risk of injury while the machine is being tested.
- Hot environment during summer season
- Ability to stand or walk for most of the day
- Manually lift and load objects up to 30 lbs

Other:

- Required to have own basic tools. (vernier, small set of micrometers(inside & outside),edge finder, tape measure, calculator, Allen keys, dial indicator)
- Flexibility to use different machines as workflow demands

The above statements are intended to describe the essential functions and related requirements of persons assigned to this job. They are not intended as exhaustive list of all job duties, responsibilities, and requirements.

Employee Name

Supervisor Name

Employee Acknowledgment (signature & date)

Supervisor Acknowledgment (signature & date)