



## Computer-Controlled Machine Tool Mill Operators, Metal and Plastic CNC MTO:0411

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Department: Job Shop	Job Status: Full Time
FLSA Status: Non-Exempt	Reports To: Job Shop Supervisor
Grade/Level: Pay grade based on experience	Amount of Travel Required: No travel required
Work Schedule: 2nd Shift - 3rd shift position possible	Positions Supervised: None

### POSITION SUMMARY

Program and operate computer-controlled machines to perform one or more machine functions on metal or plastic work pieces.

### ESSENTIAL FUNCTIONS

#### Reasonable Accommodations Statement

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable Accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

#### Essential Functions Statement(s)

- Measure dimensions of finished work pieces to ensure conformance to specifications, using precision measuring instruments, templates, and fixtures.
- Remove and replace dull cutting tools.
- Mount, install, align, and secure tools, attachments, fixtures, and work pieces on machines, using hand tools and precision measuring instruments.
- Listen to machines during operation in order to detect sounds such as those made by dull cutting tools or excessive vibration and adjust machines to compensate for problems.
- Adjust machine feed and speed, change cutting tools, or adjust machine controls when automatic programming is faulty or if machines malfunction.
- Stop machines to remove finished work pieces, or to change tooling, setup, or work piece placement, according to required machining sequences.
- Lift work pieces to machines manually, or with hoists or cranes.
- Modify cutting programs to account for problems encountered during operation and save modified programs.
- Calculate machine speed and feed ratios, and the size and position of cuts.
- Insert control instructions into machine control units to start operation.
- Check to ensure that work pieces are properly lubricated and cooled during machine operation.
- Input initial part dimensions into machine control panels.
- Set up and operate computer-controlled machines or robots to perform one or more machine functions on metal or plastic work pieces.
- Confer with supervisors or programmers to resolve machine malfunctions and production errors, and to obtain approval to continue production.
- Review program specifications or blueprints to determine and set machine operations and sequencing, finished work piece dimensions, or numerical control sequences.

- Monitor machine operation and control panel displays, and compare readings to specifications in order to detect malfunctions.
- Control coolant systems.
- Maintain machines, and remove and replace broken or worn machine tools, using hand tools.
- Stack or load finished items, or place items on conveyor systems.
- Clean machines, tooling, and parts, using solvents or solutions and rags.
- Enter commands or load control media such as tapes, cards, or disks into machine controllers in order to retrieve programmed instructions.
- Transfer commands from servers to computer numerical control (CNC) control modules, using computer network links.
- Set up future jobs while machines are operating.
- Implement changes to machine programs, and enter new specifications, using computers.
- Write simple programs for computer-controlled machine tools.

## POSITION QUALIFICATIONS

### Competency Statement(s)

- Accuracy - Ability to perform work accurately and thoroughly.
- Applied Learning - Ability to participate in needed learning activities in a way that makes the most of the learning experience.
- Detail Oriented - Ability to pay attention to the minute details of a project or task.
- Organized - Possessing the trait of being organized or following a systematic method of performing a task.
- Reliability - The trait of being dependable and trustworthy.
- Responsible - Ability to be held accountable or answerable for one's conduct.
- Safety Awareness - Ability to identify and correct conditions that affect employee safety.
- Self-Motivated - Ability to be internally inspired to perform a task to the best of ones ability using his or her own drive or initiative.
- Accountability - Ability to accept responsibility and account for his/her actions.
- Communication, Oral - Ability to communicate effectively with others using the spoken word.
- Analytical Skills - Ability to use thinking and reasoning to solve a problem.
- Goal Oriented - Ability to focus on a goal and obtain a pre-determined result.

## SKILLS & ABILITIES

**Education:** High School Graduate or General Education Degree (GED)

**Experience:** Minimum 3 years related experience

### Computer Skills

Applicant should be able to program machines using Master Cam

## PHYSICAL DEMANDS

Physical Demands		Lift/Carry	
Stand	C (Constantly)	10 lbs or less	F (Frequently)
Walk	O (Occasionally)	11-20 lbs	F (Frequently)
Sit	O (Occasionally)	21-50 lbs	O (Occasionally)
Handling / Fingering	F (Frequently)	51-100 lbs	O (Occasionally)
Reach Outward	F (Frequently)	Over 100 lbs	N (Not Applicable)
Reach Above Shoulder	O (Occasionally)	<b>Push/Pull</b>	
Climb	N (Not Applicable)	12 lbs or less	O (Occasionally)
Crawl	N (Not Applicable)	13-25 lbs	O (Occasionally)
Squat or Kneel	O (Occasionally)	26-40 lbs	O (Occasionally)

Bend F (Frequently) 41-100 lbs N (Not Applicable)

**N (Not Applicable)** Activity is not applicable to this occupation.

**O (Occasionally)** Occupation requires this activity up to 33% of the time (0 - 2.5+ hrs/day)

**F (Frequently)** Occupation requires this activity from 33% - 66% of the time (2.5 - 5.5+ hrs/day)

**C (Constantly)** Occupation requires this activity more than 66% of the time (5.5+ hrs/day)

#### **Other Physical Requirements**

Vision (Near, Depth Perception)

Sense of Sound (Not specified)

Ability to wear Personal Protective Equipment (PPE) (Safety Glasses, Protective Footwear)

#### **WORK ENVIRONMENT**

Work performed indoors, Well-Lighted Area, Not Air conditioned

The Company has reviewed this job description to ensure that essential functions and basic duties have been included. It is intended to provide guidelines for job expectations and the employee's ability to perform the position described. It is not intended to be construed as an exhaustive list of all functions, responsibilities, skills and abilities. Additional functions and requirements may be assigned by supervisors as deemed appropriate. This document does not represent a contract of employment, and the Company reserves the right to change this job description and/or assign tasks for the employee to perform, as the Company may deem appropriate.

**Affirmative Action Employer - Equal Opportunity Employer - M/F/Vet/Disab**