



JOB DESCRIPTION

CNC Programmer

FLSA Status: Exempt (Professional)

Manufacturing/Operations Department

Effective: October 2022

Reports To: VP Operations

Direct Reports: None

JOB SUMMARY

Creates CNC (Computerized Numerical Control) machine tool programs for a variety of machined and fabricated parts using CAD/CAM software systems, G-Code programming, and 2D/3D CAD drafting software. Determines most efficient ways of machining and fabricating parts via CNC programming, fixturing design and set-up, tooling selection, and cutting parameters. Also works with engineering to import parts and assemblies to use on CAM software. Monitors and follows projects through to be sure that the production of parts and equipment is getting to the assembly floor in a timely manner. Works with engineering, manufacturing, and other operations personnel to optimize designs for manufacturing methods. Evaluates materials, methodologies, machinery, and makes recommendations for changes in order to make full utilization of them in the production process, to improve quality and reduce costs. Demonstrates proficiency in the field of CNC programming and can work independently.

JOB DUTIES AND RESPONSIBILITIES

- Creates CNC machine tool programs for a variety of machined and fabricated parts using CAD/CAM software systems. Also proficient with G-Code programming and 2D/3D CAD drafting software.
- Determines most efficient ways of machining parts on CNC machine tools and fabrication equipment.
- Specifies and selects proper tooling and fixturing needed for manufacturing of parts.
- Creates set-up sheets and communicates with operators to optimize manufacturing processes.
- Monitors and follows projects through to be sure that the production of parts and equipment is getting to the assembly floor in a timely manner; assures the most urgent jobs are done first.
- Reviews with engineering the unique parts and specialties of upcoming jobs; passes details on to manufacturing engineers as needed to help with the production process.
- Maintains the priority system on the shop floor.
- Works with engineering and shop floor personnel to optimize designs for manufacturing.
- Evaluates materials, methodologies, machinery, and makes recommendations for changes in order to make full utilization of them in the production process, to improve quality and reduce costs.
- Participates in production meetings.
- Assures fiscal responsibility through cost containment and optimization w.r.t. internal and external part manufacturing.

CNC Programmer Job Description

Page Two

- Assists the customer service department as requested with information on part status, lead times, and costs.
- Performs other duties or special projects as assigned.
- Demonstrates proficiency in the field of CNC programming and can work independently

JOB REQUIREMENTS

- Associate degree in Manufacturing, Machine Tool Operation, or Engineering Technology related field, or equivalent experience
- Proven performance and at least 0-3 years related work experience in CNC programming and/or machine tool operation
- Knowledge of technical drafting and blueprint reading
- Strong interpersonal skills
- Strong verbal and written communication skills
- Knowledge of computer aided 2D and 3D drafting software, Internet, word processing software, spreadsheets, presentation software, e-mail, and the ability to learn new software
- Knowledge of CNC software programming (preferably MasterCam)
- Knowledge of running and setting up various CNC and manual controlled machine tools and fabrication equipment
- Knowledge of continuous improvement principles
- Strong organizational skills
- Ability to effectively manage projects
- Ability to handle multiple, concurrent projects and tasks
- Strong attention to detail
- Team player; self-motivated, self-directing

PHYSICAL DEMANDS/WORKING CONDITIONS

Work is performed in a typical office environment, requiring frequent use of the phone and computer. High attention to detail required. Occasional travel required.