

**JOB DESCRIPTION  
UNITED ELECTRIC CONTROLS**

<p><b><u>Job Description:</u></b> CNC Machine Operator I</p>	<p><b><u>Non Exempt:</u></b> X <b><u>Exempt:</u></b> <b><u>Grade:</u></b> 5</p>
<p><b><u>Department:</u></b> Operations - CNC</p>	<p><b><u>Approval:</u></b> Luke M. Warren</p>

**Purpose:**

Operate and maintain various machines such as CNC, drill presses, engine lathes, and milling machines.

**General Requirements:**

Requires:

- Ability to perform CNC machine operations working from blueprints, drawings & procedures.
- Ability to perform quality checks using verniers, micrometers, ring and pin gauges, and plugs.
- Ability to understand and operate FANUC controls.
- Ability to follow oral and written English instructions and basic reading, writing and math skills.
- 3-5 years related work experience.
- Ability to read and understand basic part programs.
- Willingness to work in a team based environment and a commitment to continuous learning and improvement.

**Typical Responsibilities:**

- Operate and maintain CNC machines.
- Work from production orders to perform designated operations.
- Understand process improvement, component identification, material identification and inventory awareness.
- Reduce leadtimes and follow Kanban Process.
- Set-up, operate, and maintain drill press, terminal press and tapping head.
- Maintain quality and quantity levels.
- Process all necessary adjustments to machines (offset wear & geometry).
- Perform necessary adjustments and basic level maintenance to machines.
- Follow work order & blueprint instructions during machine setup.
- Change collets, tool inserts, blocks and holders
- Eliminate non-value added activities.
- Maintain safe work environment by following company safety procedures.
- Perform other duties as assigned.

**Physical Requirements:**

- Walking/Standing up to 8 hrs per day.
- Lifting up to 45 lbs.

**Supervision Received:**

Reports to Group Leader