

## JOB DESCRIPTION

**Job Title:** CNC Programmer-Supervisor  
**Department:** Machine Shop  
**Reports To:** Production Manager  
**FLSA Class:** Non-Exempt  
**Pay Type:** Hourly

I have received my job description and understand that  
I will be evaluated on the requirements set forth therein.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

## SUMMARY

Under minimal supervision, sets up and operates CNC (computer numerical controlled) machinery to fabricate metallic and non-metallic parts. Supervises CNC Operators

**ESSENTIAL DUTIES AND RESPONSIBILITIES** (include the following, however, other duties may apply.)

- Performs all tasks in a safe and responsible manner
- Reads and interprets blueprints
- Properly and safely loads and unloads castings and raw materials in CNC machinery
- Uses gages and measuring instruments to meet tolerance requirements
- Ability to setup, program, operate and troubleshoot CNC lathes and mills without assistance. Must be self sufficient.
- Ability to reduce setup time and machining through process improvements
- Must be proficient with FANUC controls
- Understands, interprets and edits FANUC G-code programming
- Recognizes, deploys and properly uses inserts, fixtures and tooling
- Understands and has the ability to perform tool wear offsets
- Performs daily and regular cleaning and light maintenance tasks on CNC machinery
- Assists in the organization and maintenance of the machine shop work environment
- Provides constant feedback and input into process improvement within the department
- Utilizes and abides by ISO requirements and safety procedures
- Complies with all quality policies, specifications, regulations and instructions
- Communicates thoughts and ideas, both verbally and in writing, to co-workers and management
- Attends scheduled meetings and actively participates by providing meaningful input
- Is flexible with time and schedule to assure availability to customer or company as circumstances warrant
- Communicates honestly, professionally and respectfully with others and demonstrates effective listening skills

### **SUPERVISORY RESPONSIBILITIES**

Supervises CNC Operators. Promotes a team environment within the department. Cooperates and assists all departments in resolving issues as related to jobs. Communicates directly with the Production Manager on all employee issues.

### **QUALIFICATIONS**

To perform this job satisfactorily, an individual must be able to perform each essential duty satisfactorily.

### **EDUCATION and/or EXPERIENCE**

- Five years related experience and /or training, or an equivalent combination of education and experience.
- High school diploma or GED required

### **LANGUAGE SKILLS**

Effectively communicate and understand job instructions both verbally and written in the English language. Ability to effectively interpret and translate instructions to other employees in a professional and respectful manner.

### **MATHEMATICAL SKILLS**

Ability to perform basic mathematical computations. Ability to apply concepts such as fractions, percentages, ratios and proportions to practical situations.

### **REASONING ABILITY**

Ability to define problems, collect data, establish facts and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

### **PHYSICAL DEMANDS**

Ability to move or transfer products with an overhead crane. Ability to lift 50 lbs. when required. While performing the duties of the job, the employee is regularly required to stand, walk and reach with hands and arms. Specific vision abilities required by this job include close vision, distance vision, color vision, depth perception, and ability to adjust focus.

### **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those and employee encounters while performing the essential functions of this job. The noise level in the work environment is usually moderate to high.