

	Manufacturing Department Job Description <small>A printed version of this document is an uncontrolled copy. The current document revision is located on MyMaTech in ISO Docs</small>	Number JD-225-12
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Title:	Revision:	Date Released:
CNC Operator	4	05/16/11

REVISION HISTORY

Rev	Date Revised	QRC #	Originator	Dept. Manager	CC
1	09/29/06	346	Pedro Lorenzen	Dan Seman	Mari Williamson
2	01/04/08	544	Danny Seman	Eric Kaiser	Mari Williamson
3	05/21/08	650	Robert Zapf	Eric Kaiser	Mari Williamson
4	02/15/11	1212	Pedro Lorenzen	Rodrigo Ramos	Emily Conick

1.0 PURPOSE

The purpose of this job is to use automated machines as well as manual tools to create a quality product for MaTech's customers.

2.0 MINIMUM QUALIFICATIONS

- Pass random drug screen
- Upon successful completion of the probationary period, all CNC operators are required to purchase their own calipers and micrometers. They are eligible for reimbursement per QP-800-04 Tool Reimbursement Policy
- Ability to train others on:
 - Use of measurement and testing tools
 - Basic blueprint reading
 - Proper material identification
 - Quality process
 - 5s and lean manufacturing overview
 - Use and care of measurement tools
- Ability to complete high complexity tasks involving the following:
 - Identification of tools, tool purpose and tool material composition
 - Use of algebra, geometry and trigonometry
 - Identification of adequate part handling methods
 - Performance of basic preventive maintenance
 - Knowledge of general CNC machining concepts and tool pre-setter
- Ability to complete low complexity tasks involving the following:
 - Advanced blueprint reading/GD & T
 - CMM concepts and report reading
 - Process auditing
 - Troubleshooting
 - Machine Controls
 - Tool adjustments
 - Tool changes
 - Exposure to preparation/masking principles

3.0 GENERAL WORK DUTIES AND RESPONSIBILITIES

- 3.1 Load /unload parts and deburr parts as demonstrated by On-the-Job Trainer while maintaining required efficiency and quality utilizing
 - 3.1.1 Refer to Work Instruction for Specific Operator Duties WI-300-04
- 3.2 Complete Log in/out transactions in GSS and all required paperwork accurately

- 3.3 Maintain required personal tools (Required Tools: Calipers, Micrometers and Deburr Tool) in good working condition and ensure proper calibration is maintained
- 3.4 Assess Work Center on a daily, weekly, or monthly basis according to instructions located on each work center
- 3.5 Must operate more than 1 machine whenever required
- 3.6 Must change redundant tools when the specified time is achieved and immediately perform quality check on following parts coming from the new tools
- 3.7 Perform on-the-job training for new operators and perform evaluation of skills
- 3.8 Willing to receive and provide cross training for other tasks related the department functions
- 3.9 Be knowledgeable of all QMS procedures and work instructions that apply to this job and ensure that they are implemented or revised as necessary
- 3.10 Adhere to all MaTech Policies and Procedures
- 3.11 Take the appropriate safety measures at all times to minimize risk of injuries and/or accidents; report any malfunction of the existing equipment and/or tools used to perform the tasks involved in job functions to Director, Manager and/or Supervisor
- 3.12 Perform other job-related duties as required by management
- 3.13 Failure to observe/perform any of these general work duties and responsibilities will result in disciplinary action up to and including termination.

4.0 PHYSICAL DEMANDS

- While performing some of the above described duties and others included in the work instructions pertaining to the job functions, the associate required to stand and stoop, kneel, crouch, or crawl. The Associate also is required to reach with hands and arms; lift and/or move up to 35 pounds.

5.0 WORK ENVIRONMENT

- The noise level in the work environment is usually moderate. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- In Manufacturing, ICA, Shipping & Receiving, Steel Toed, Skid Resistant work shoes and Safety Glasses are required inside the marked areas.

6.0 STATEMENT

Executive Management has the exclusive right to modify this job description at any time without notice.

Signature below acknowledges that I have received a copy of my job description.

Associate's Acknowledgement

Date

Associate's Name (Print)

Date

Human Resources

Date