

Armstrong Rapid Manufacturing
Hourly Non-Exempt Position Description

Job Title: CNC Machinist I Reports To: Machining Supervisor Dept: Machining

Summary/Objective: Produces machined parts by programming, setting up, and operating a computer numerical control (CNC) machine; maintaining quality and safety standards; keeping records; maintaining equipment and supplies.

Job Responsibilities

- Plans machining by studying work orders, blueprints, engineering plans, materials, specifications, orthographic drawings, reference planes, locations of surfaces, and machining parameters; interpreting geometric dimensions and tolerances (GD&T).
- Plans stock inventory by checking stock to determine amount available; anticipating needed stock; placing and expediting orders for stock; verifying receipt of stock.
- Programs mills and lathes by entering instructions, including zero and reference points; setting tool registers, offsets, compensation, and conditional switches; calculating requirements, including basic math, geometry, and trigonometry; proving part programs.
- Sets-up mills and lathes by installing and adjusting three- and four-jaw chucks, tools, attachments, collets, bushings, cams, gears, stops, and stock pushers; indicating vices; tramming heads.
- Loads feed mechanism by lifting stock into position.
- Verifies settings by measuring positions, first-run part, and sample workpieces; adhering to international standards.
- Maintains specifications by observing drilling, grooving, and cutting, including turning, facing, knurling and thread chasing operations; taking measurements; detecting malfunctions; troubleshooting processes; adjusting and reprogramming controls; sharpening and replacing worn tools; adhering to quality assurance procedures and processes.
- Maintains safe operations by adhering to safety procedures and regulations.
- Maintains equipment by completing preventive maintenance requirements; following manufacturer's instructions; troubleshooting malfunctions; calling for repairs.

- Maintains continuity among work shifts by documenting and communicating actions, irregularities, and continuing needs.
- Documents actions by completing production and quality logs.
- Updates job knowledge by participating in educational opportunities; reading technical publications.
- Accomplishes organization goals by accepting ownership for accomplishing new and different requests; exploring opportunities to add value to job accomplishments.
- Adheres to all safety policies and practices, consistently uses personal protective equipment, and practices good housekeeping.
- Maintains regular on time attendance and adheres to company policies, procedures, and standards of conduct.
- Performs other tasks as directed.

Educational, Experience Based, and Skill Qualifications

- High School diploma and completion of Journeyman CNC Machinist apprenticeship including the classroom coursework and four (4) years experience in set-up, operation, and optimizing CNC vertical and horizontal machine centers. Full understanding of geometric dimensioning and tolerancing. Demonstrates basic CNC programming skills and ability to operate a wide variety of CNC machines. Ability to set up and troubleshoot a wide variety of CNC machines.
- Ability to read prints, diagrams, and use micrometers, verniers, calipers, and gauges.
- Strong attention to detail.
- Conceptual Skills, Process Improvement, Verbal Communication, Functional and Technical Skills, Controls and Instrumentation, Supply Management, Tooling, Coordination, Inventory Control, Attention to Detail, Judgment

Physical Requirements

Ability to walk, remain on feet for extended time periods, reach, stoop. Kneel and lift up to an including 35 pounds as needed.

AAP/EEO Statement

Armstrong is proud to be an equal opportunity workplace and an affirmative action employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, veteran status, or any other characteristic. We are an Equal Opportunity Employer of Minorities, Females, Protected Veterans, and Individuals with Disabilities.

Management reserves the right to revise job description(s) at any time. This job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of this job. Duties, responsibilities and activities may change at any time with or without notice.

Department Manager

Date