

Standby Screw Machine Products Co.
Job Description

Form No. F-18-05

Position: CNC Lathes Set-up Operator	Classification: Hourly
Reports To: CNC Lathes Leadperson	Employee Evaluation: Annually
Department: CNC Lathes	Department Code: 300

PURPOSE: To maintain and operate the CNC Lathes machines on a daily basis. Set up the CNC Lathes machines to run the different operations/jobs and ensure that a quality product is produced in the most efficient and cost-effective manner.

PRIMARY JOB DUTIES AND RESPONSIBILITIES:

1. Responsible for the set-up and operation of the CNC Lathes machines to ensure that it produces a quality part.
2. Responsible for operating the machines, which includes stocking and loading the machine, keeping it filled with proper oil levels, cutting fluids or lube and keep the machine free of chip build-up.
3. Follow DCP and blueprint requirements to produce a quality part, this requires making all tool adjustments, offsets and troubleshooting. Also should meet the production rates set for each machine.
4. Train operators' how to set-up machines and perform tool changes and repairs.
5. Check and monitor parts to ensure they remain within the part specifications. Perform all necessary quality checks, Datamyte and SPC paperwork.
6. Do tool grinding and sharpening. Monitor and determine when a tool needs to be ground.
7. Communicate daily with Plant Manager, Leadperson, other operators, inspectors and tow motor drivers to make sure that the operation/job is completed correctly.
8. Keep accurate counts and production records. Ensure that SPC records are kept.
9. Oversee and instruct operators to make sure that they are doing their job properly and learning all necessary information needed to advance to the set-up operator level.
10. Follow all company policies and procedures and keep the work area clean and free of any safety hazards.
11. Perform all other job duties as assigned.

KNOWLEDGE, SKILLS AND ABILITIES:

1. Strong math skills
2. Mechanically inclined

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3. Should have knowledge of bench and surface grinders, inspection equipment and computer experience.
4. Able to make good decisions and work independently when needed.

EDUCATION:

1. High school diploma or GED equivalent.

ESSENTIAL JOB REQUIREMENTS:

1. Experience with gages, mics and other measuring instruments.
2. Able to read blueprints and follow verbal and written instructions.
3. 3-8 years' of experience – classroom or on the job.