



Job Description

Job Title: VTC CNC Machinist Large Format

Department: Machine Shop

Reports: Machine Shop Manager

Education: High School diploma or equivalent. Technical certificates and/or a degree preferred.

Experience: Minimum 5 years of experience in CNC Machining and 2 years VTC CNC Machining large parts.

CNC Machinist Large Format reports to the Machine Shop Manager and takes work direction and priorities from him. This position requires the quality manufacturing of large complex CNC parts and set ups per work orders or process sheets.

Duties and Responsibilities:

- Reads and interprets operation process sheets (OPS), shop orders and verbal instructions.
- Defines problems, collects data, establishes facts and draws valid conclusions.
- Performs mid-level math skills efficiently and accurately (i.e. addition, subtraction, multiplication and division using whole numbers, fractions and decimals).
- Understands and uses GD & T tolerance.
- Uses calipers, micrometer and inspection gauges to perform all duties.
- Loads and unloads programs per instruction.
- Properly prepares, handles and sets up large CNC parts.
- Properly uses crane per safety guidelines.
- Identifies, prepares and loads fixtures and cutting tools into CNC machines and creates offsets; changes all cutting tools and offsets.
- Inspects equipment (fixtures, gauges, cutting tools and CNC machine).
- Reads, understands and the ability to modify G-code and conversational programming (shop floor programming).
- Develops CNC programs written by the Programmer for production and prototypes.
- Writes programs using conversational control for production and prototypes.
- Reduces set up times/costs and prepares parts for production.
- Identifies, modifies and verifies conformity of production and prototype parts to OPS or work order.
- Cross trains large format CNC machinists and trains other individuals with a variety of experience levels and personalities.
- Communicates information clearly and directly, both verbal and in writing, to co-workers and supervisors.
- Complies with all Quality Policies, product specifications, regulations and work instructions.
- Follows company policies and proper safety practices.
- Maintains a clean, safe, and organized work area and keeps equipment and machines clean in good working order to prolong the life of them.



Job Description

- Uses good shop practices to assure the accuracy and quality required for the jobs.
- May be required to follow other job-related instructions and to perform other job-related duties as requested.

Experience and Skills Required:

- Must have working knowledge of and be proficient with Siemens control.
- Must have working knowledge of CNC equipment and be proficient using CNC equipment capabilities and performing daily maintenance.
- Working knowledge of computers and computer applications.
- The ability to perform mid-level math skills efficiently and accurately.
- Must have working knowledge of and be proficient using calipers, micrometer and inspection gauges.
- Must have working knowledge of and be proficient reading and interpreting documents (OPS, work orders, internal and external drawings, customer specifications, manuals and safety regulations).
- Knowledge of 5S and Lean Manufacturing concepts.
- Works with minimal instruction making decisions related to job.
- Demonstrates good written and verbal communication skills.
- Ability to work independently and on a team.
- Ability to work on multiple tasks simultaneously.

Licenses Required:

- No licenses required. Technical certificates preferred.

Physical Demands:

- Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Must be in good physical condition.
- Constantly required to stand, walk, sit, reach with hands and arms, and stoop, kneel, crouch or crawl.
- Frequently required to lift up to 50 lbs.
- Occasionally required to use overhead crane to move large parts safely.

Visual Acuity:

- Specific vision abilities required by job include close vision, color vision, peripheral vision and the ability to adjust focus.
- Visual acuity abilities required for reading computer screen and documents.



Job Description

Hearing Ability:

- Ability to monitor machine sounds to identify and diagnose changes in order to take appropriate action.

Working Conditions:

- High noise levels from operating machines
- Normal shop environment.
- Physical hazards from moving equipment and machine parts.
- Breathing fumes, dust and/or mist.
- Skin exposure to chemicals associated with manufacturing

This job description is a summary of the job duties and requirements that are essential to the evaluation of the job. It is not intended to be complete in detail. Individuals classified in the job are expected to perform all the details involved. The employee may be required to follow other job-related instructions and to perform other job-related duties as requested, subject to all applicable state and federal laws.

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

Signature: _____

Date: _____