

Job Title: CNC Programmer & Operator
Reports To: Project Manager
Date Revised: 01/30/20
FLSA Status: Exempt



JOB DESCRIPTION

Summary

Manage CNC programming in order to contribute to the design and fabrication of high-end indoor climbing gyms. Prepare organizational documents for production, packing, material tracking and project reporting. Assist with the management of each project working closely with applicable team members. Prepare and operate CNC routers to perform tasks such as drilling, driding, milling. etc. Must undertand specifications of the task at hand by reading blueprints, mechanical drawings, etc. Knowledge in Rhinoceros 3D preferred.

Primary and Essential Functions

- Program CNC routers using RhinoCAM;
- Operate CNC routers;
- Prepare and load raw materials and parts onto the machines;
- Set machines to complete full cycles to fabricate large number of parts;
- Supervise the machines while they execute the tasks and make any necessary adjustments to produce a better result;
- Inspect and measure finished products and compare them with requirements to determine if the process has been completed properly;
- Check and maintain machinery daily to ensure functionality;
- Oversee and troubleshoot program execution and quality control;
- Coordinate with Design, Production, and Manufacturing teams to establish the vision and direction of each project;
- Meet daily with Design and Production teams to provide updates on progress towards weekly goals;
- Nest wall panels on stock material to maximize material use and manufacturing efficiency;
- Inspect panels for proper geometrics, layer designations, quantities, and labeling;
- Prepare designs and specifications using computer design software Rhino3D, specifically RhinoCAM B Solid;
- Maintain a high level of organization and clear communication with shop staff;
- Use software to communicate with shop, maintain material inventory, and track job progress and performance data;

- Work closely with team members to manage each project, ensuring deadlines are met;
- Document and create SOPs for CNC and wood production tasks;
- Maintain a clean and organized work space;
- Comply with all safety guidelines;
- Other tasks as needed.

Qualifications

- 2-years CNC programming experience or equivalent education;
- 1-year CNC operating experience or equivalent education;
- Significant hands-on experience working on a production floor;
- Considerable knowledge of the basic principles of architecture, building construction methods and materials;
- Solid math skills, including measuring and keeping count records;
- Must have keen eye for detail and great mechanical aptitude;
- 2-years 3D modeling experience;
- Knowledge in Rhino3D, RhinoCAM and B Solid preferred
- Capable of effectively reading blueprints, specifications and manufacturing orders;
- Ability to work independently and with a team while meeting established deadlines.
- Excellent problem solving and critical thinking skills;
- Ability to double check own work for errors;
- Ability to stay focused doing repetitive tasks;
- Proactive, self-starter, able to work autonomously;
- Well-developed time management skills with the ability to manage multiple priorities;
- Excellent verbal and written communication skills;
- Must be able to stand for long period of time;
- Must have the ability to frequently twist and bend;
- Able to perform physically demanding work— lifting 25 lbs regularly.

Job Hazards

- Noise level is typical of that found in a manufacturing environment;
- Subject to atmospheric conditions. One or more of the following conditions that affect the respiratory system: fumes, odors, dust, mists, or poor ventilation.

Acknowledgement

I have read and understand the duties and responsibilities of this position and accept them. The primary function of this position is clear to me and I understand its importance to the overall success of Proxy. I have read the essential functions and can perform them with (), or without () accommodation.

Employee's Signature

Date

Print Name

Note: Nothing in this job description restricts management's right to assign or reassign duties or responsibilities to this job at any time.

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