

<p style="text-align: center;"><b>M. A. FORD MANUFACTURING COMPANY, INC.</b> <b>Job Description</b></p>
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**Job Title: CNC Set-Up Operator**

**Status: Non-Exempt**

**Reports To: Production Manager**

**JOB PURPOSE AND REPORTING STRUCTURE**

The CNC Operator reports to the Production Manager, and produces machines parts, operating a CNC machine, writes and reads programs and blueprints, maintains and improves quality and safety standards; keeps and creates records; maintains equipment and supplies.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. Other duties may be assigned.

- A.** Perform CNC Operations: Conduct all set-up and quality operations in support of machining for self and others.
- B.** Set Up and operate machines in accordance with process sheets and any other required paperwork (i.e. drawings, specifications, etc.)
- C.** Create, edit and/or retrieve CNC programs from system files and execute.
- D.** Use manufacturing paperwork to: manufacture product that meets quality requirements. Inspect and verify work prior to submitting for inspection. If non-conforming, process via non-conforming material procedures.
- E.** Meet time and schedule standards for assigned work.
- F.** Correctly process work via required paperwork and ERP system.
- G.** Advise supervision of issues that arise.
- H.** Perform non-CNC equipment operation, hand-work operations, inspections, saw-cut operations, etc.
- I.** 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).
- J.** Able to do offset, compensations, and conditional switches; calculating requirements, including basic math, geometry, and trigonometry; proving part programs.
- K.** Loads feed mechanism by lifting stock into position.
- L.** Maintains specifications by observing drilling, grooving, and cutting, including turning, facing, knurling and thread chasing operations; taking measurements; detecting malfunctions; adhering to quality assurance procedures and processes.

- M.** Maintains continuity among work shifts by documenting and communicating actions, irregularities, and continuing needs.
- N.** Documents actions by completing production and quality logs.

**QUALIFICATIONS:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**EDUCATION and/or EXPERIENCE:**

- A.** High School Diploma or Equivalent.
- B.** Skill in operating CNC machinery and tooling as well as precision measurement tools.
- C.** Ability to read and interpret mechanical documents and drawings commensurate with machine operation.

**MATHEMATICAL SKILLS:** Trigonometry and geometry skills required.

**REASONING ABILITY:**

- A.** Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form.
- B.** Ability to deal with problems involving several concrete variables in standardized situations.

**OTHER SKILLS AND ABILITIES:**

- A.** Computer savvy with basic understanding of CAD/CAM.
- B.** A keen eye for detail and results-driven approach.
- C.** Good communication abilities.

**PHYSICAL DEMANDS:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- A.** While performing the duties of this job, the employee is consistently required to talk/ hear, and use hands to handle/manufacture product.
- B.** The employee is consistently required to stand and walk, and to step up onto platforms at machines.
- C.** The employee is occasionally required to reach above his/her shoulders.
- D.** The employee is required to lift up to 50 pounds occasionally, 25 pounds frequently, and 10 pounds consistently.

M A Ford Mfg Co., Inc.  
CNC Set Up Operator

**WORK ENVIRONMENT:** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- A. While performing duties of this job, the employee is required to work near moving parts, and to travel through the department to deliver to another machine, inspection, or another department.
- B. The noise level in the work environment is loud (normal shop conditions.)with wet, slippery floors and occasional hot/humid atmosphere.

The above statements reflect the general details necessary to describe the principle functions of the occupation described and shall not be construed as a detailed description of all the work requirements that may be inherent in the occupation.