

General Grind and Machine, Inc.

Job Description

Job title	<i>Machine Specialist (Machinist Programmer & Set Up)</i>
Reports to	<i>Operations – Plant Manager</i>

Job Summary

The machinist programmer and set up position will be responsible for taking a new or existing part from drawing or sample to production. This position also assists machine operators in troubleshooting to keep production running efficiently.

Duties and responsibilities

- Write full programs and modify existing programs for increased efficiency
- Utilize CAD/CAM software to create necessary programs and documents for production
- Analyze work orders and make calculations for programming
- Create, document and back up all programs and update processing sheet and tools as required
- Determine sequence of operations for programming
- Plans and performs complex operations
- Performs set ups and operations of various machine tools producing various tight tolerance parts
- Prototype and provide sample for production
- Select and order proper tooling
- Ensure parts meet the required tolerances and specifications
- Monitor programs to make sure they follow blueprint specifications
- Assure quality and production requirements are met per router and work instructions
- Monitor all programs to make sure blueprint instructions are followed and safety and successfully complete the task
- Review standard operation procedures, lay outs, templates, etc
- Performs clean up of area when work is complete
- Assists and/or mentors other team members as directed
- Other duties as assigned by manager

Qualifications

The ideal candidate will have prior CNC programming and set up experience in a machine shop environment.

Qualifications include:

- High School Diploma or GED required/ CNC programming preferred
- 5+ years' experience as a machinist and programmer
- Advanced computer skills in programming, utilizing CAM programs such as Mastercam and Solidworks
- Proficient in G Code writing, utilizing controls, Mazatrol and Fanuc preferred
- Blueprint reading and interprets drawings
- CNC horizontal and vertical machining centers
- Mathematics – knows advanced shop math and other functions necessary for the job
- Technical machine tool training

- Excellent interpersonal skills as you will be working directly with all team members
- Excellent organizational skills and attention to detail

Working conditions

Shop environment – 95% of the time

Office – 5% of the time

This position works the same hours as production, including mandatory overtime if posted.

Physical requirements

- Prolonged periods of standing at a machine
- Occasionally lift up to 50 pounds from 30-50 inches
- Occasionally push/pull force 6 to 33 pounds
- Frequently grip with a force of 85 pounds or less

Direct reports

This position does not have any supervisory responsibilities.
