

**Contour Fabricators, Inc.**  
**Job Description – CNC Operator/Programmer**

<b>DEPARTMENT:</b>	Machine Shop
<b>REPORTS TO (TITLE):</b>	Manufacturing Manager
<b>EXEMPTION STATUS:</b>	Non-Exempt
<b>JOB CODE:</b>	13634-4

**PREFERRED REQUIREMENTS/QUALIFICATIONS:**

<i>Education</i>	High school diploma or equivalent
<i>Work Experience</i>	Mechanical aptitude, basic electrical experience beneficial, ability to work independently with little supervision, must have own hand tools and measuring instruments. 5-10 years Machine Shop experience preferred.
<i>Computer Skills</i>	Basic computer operating skills
<i>Software Packages</i>	SurfCAM, knowledge of associated CAD files (SolidWorks, AutoCAD, etc.), 5-axis machine programming
<i>Hours</i>	4:30pm – 3:00a (expect overtime and Saturdays); 50-55 hour week dependant on machine shop requirements

**SUMMARY OF DUTIES AND RESPONSIBILITIES:**

- Program and operate CNC router, 3-axis Breton high-speed machining center, 5-axis Hurco machining center and Milltronics lathe
- Set up CNC machinery for operation by manufacturing personnel

**PRIMARY DUTIES AND RESPONSIBILITIES:**

- Utilizes and complies with the Quality Management System
- Utilize verbal and written communication to perform machining functions
- Follow safe work practices (safety glasses, etc.)
- Utilize proper housekeeping procedures to keep work areas clean and organized
- Utilize manuals to operate machinery and equipment
- Ability and willingness to learn procedures, machining techniques, work flow and machinery operations
- Typical work tasks include: router operation, CNC machine tool operation maintenance, machinery safeguards, lockout/tagout procedures, inspection, blue print reading, construction experience, machine assembly, material storage, inventory control, and documentation
- Inspect and measure tools, fixtures and machined details with precision measuring instruments
- Design and build fixtures and tooling to machine materials
- Perform job functions cost-effectively

Performs other related duties and assignments as required.