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**Job Description – CNC Machine Programmer and Operator**

**1. Position Overview**

To create programs for the CNC Machines in the MTD Precision Engineering workshop for the manufacture of products for customers. Operation of the CNC machine on a daily basis for the manufacture of products.

**1.1 Reporting To:**

The CNC Programmer and Operator reports to the Operations Manager.

**2. Main Duties**

- 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).
- Programs mills and lathes by entering instructions, including zero and reference points; setting tool registers, offsets, compensation, and conditional switches; calculating requirements, including basic math, geometry, and trigonometry; proving part programs.
- Set up workholding on machine tools and load/unload stock materials.
- Loads feed mechanism by lifting stock into position.
- Verifies settings by measuring positions, first-run part, and sample workpieces; adhering to international standards.
- Maintains specifications by observing drilling, grooving, and cutting, including turning, facing, knurling and thread chasing operations; taking measurements; detecting malfunctions; troubleshooting processes; adjusting and reprogramming controls; sharpening and replacing worn tools; adhering to quality assurance procedures and processes.
- Maintains safe operations by adhering to safety procedures and regulations.
- Maintains equipment by completing preventive maintenance requirements; following manufacturer's instructions; troubleshooting malfunctions; calling for repairs.
- Maintains continuity among work shifts by documenting and communicating actions, irregularities, and continuing needs.
- Documents actions by completing production and quality logs.
- Updates job knowledge by participating in educational opportunities; reading technical publications.
- Accomplishes organization goals by accepting ownership for accomplishing new and different requests; exploring opportunities to add value to job accomplishments.

**3. Disclaimer**

Please note that this Job Description is not exhaustive and other tasks outside those outlined above may be required from time to time to facilitate Company needs.