

CNC Router Set-Up Operator

08/31/2023

AndyMark, Inc.

Position: CNC Router Set-Up Operator

Reports To: Manufacturing Manager

Supervisory Responsibility: This position has no supervisory responsibilities

Job Summary and Key Objectives: To assist the Manufacturing Manager with CNC set up, CNC machine operation, manual machine operation, light maintenance duties on the equipment and tooling, and other duties as assigned.

Key Responsibilities and Tasks: *Reasonable accommodations may be made to enable individuals with disabilities to perform the responsibilities and tasks.*

- Set up and operate CNC Shop Sabre Router
- Assists in the creation of new fixtures and tooling for CNC and Manual Equipment as needed
- Maintenance of the machine shop equipment
- Keeps machine shop and work areas clean and organized
- All other duties required by the Manufacturing Manager

Required Skills and Abilities:

- Able to work flexible 1st or 2nd shifts when needed
- Able to follow directions, work with minimal supervision, including effective time management
- Ability to use measurement tools common to the industry, such as calipers, micrometers, etc.
- Ability to set up and operate a CNC machine

Education and Experience:

- High school diploma or equivalent
- 1 -2 years CNC router machining experience
- Manual machining experience including lathe and mill
- General PC knowledge
- Experience with Google Suite (Google Docs, Sheets, Gmail, etc.)
- Experience in creating fixtures and tooling for CNC equipment

Work Environment: While performing the duties of this job, the employee is frequently exposed to fumes or airborne particles, moving mechanical parts and vibration, and is occasionally exposed to the risk of shock. The noise level in the work environment can be loud.

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.

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While performing the duties of this job, the employee is regularly required to talk or hear. The employee is frequently required to stand; walk; use hands to finger, handle or feel; and reach with hands and arms. The position requires frequent lifting, pushing and pulling objects that are 85 pounds or heavier.

Travel: This position does not have a travel requirement.

EEO/AAP Statement: *AndyMark, Inc. provides equal employment opportunity to all individuals regardless of race, color, creed, religion, gender, age, national origin, disability, veteran status, and sexual orientation or any other characteristic protected by state, federal, or local law.*

NOTE: The responsibilities and tasks outlined in this document are not exhaustive and may change as determined by the needs of the company. Duties, responsibilities, and activities may change at any time with or without notice.