

3/28/2024

AndyMark, Inc.

Position: CNC Programmer & Machinist

Reports to: Manufacturing Manager

Supervisory Responsibility: This position has no supervisory responsibilities

Job Summary and Key Objectives: They provide machining, CNC programming, CAM and tooling expertise to the machine shop. This person can operate and provide basic maintenance for all machines and tools in the AndyMark machine shop. They can create simple tools and fixtures for more effective machining processes. They help make the machine shop safe, organized, and efficient.

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

- Creates and operates CNC programs for mill, lathe, router, saw and other equipment
- Assists with identification of new tooling, fixtures, and equipment that needs to be created or purchased
- Creates new fixtures and tooling for CNC and Manual Equipment as needed
- Perform basic maintenance of the machine shop equipment
- Keeps machine shop and work areas clean and organized
- Provides experience and training to coworkers, especially regarding how parts are machined and machines are operated
- Performs other duties as assigned

Required Skills and Abilities:

- Able to follow directions within minimal supervision while utilizing effective time management
- Experience programming for CNC fabrication equipment
- Manual machine experience including lathe and mill
- Ability to use common machine shop measurement tools
- Experience in creating fixtures and tooling for CNC equipment
- Ability to work with coworkers in a cooperative, team environment

Preferred Qualifications and Education:

- High school diploma or equivalent
- 1 to 3 years CNC machining and programming experience
- General PC Knowledge
- Willingness to work flexible 1st or 2nd shifts when required, up to 10% of the time
- *FIRST* Robotics Competition or *FIRST* Tech Challenge experience a plus
- Experience driving a fork lift
- Experience with Google Suite (Google docs, Sheets, Gmail, etc.)

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Work Environment: While performing the duties of this job, the employee is frequently exposed to fumes or airborne particles, moving mechanical parts, and vibration. 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.

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 50 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.