



## **Job Description**

**Job Title:** CNC Machinist

**Supervisor:** Operations Manager

**FLSA Status:** Non-Exempt

### **Summary:**

This position is within the Operations team of RJS Corporation. The CNC Machinist's primary responsibility is to understand work order blueprints and design requirements in order to setup and program CNC machinery. The CNC Machinist is a vital role within RJS manufacturing to assist in the production of machined parts while maintaining quality and safety standards. Days and hours of work are typically Monday through Friday on first shift. Additional overtime may be available Monday through Friday and on weekends as needed.

### **Qualifications:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

### **Essential Duties and Responsibilities:**

Under the direction of the Operations Manager, the CNC Machinist duties and responsibilities include, but are not limited to, the following:

- Plan machining by studying work order, blueprints, engineering plans, materials, and specifications
- Program mills or lathes by entering instructions, setting tool registers, offsets, compensation, and conditional switches, calculating requirements, including basic math, geometry, and trigonometry per print specifications
- Maintain dimensions and tolerances using knowledge of offsets and instruments such as micrometers and veneer calipers
- Maintains specifications by observing drilling, grooving, and cutting, including turning, milling, tapping, boring, facing, knurling and thread chasing operations; taking measurements; detecting malfunctions; troubleshooting processes, and replacing worn tools
- Monitor the feed and speed of machines during the machining process. Adjust as necessary for conditions and to produce the fastest, safest, highest quality part possible
- Inspect items as instructed and provide feedback to management to ensure any quality defects can be avoided in the future
- As necessary operate programmed machinery to change, load/unload, and produce parts to specified design
- Maintain a clean work area, returning equipment and tools at the end of the day
- Assist other departments and functions as needed

**Competencies:**

To perform the job successfully, an individual should demonstrate the following competencies:

- Ability to read blueprints
- Exercise personal responsibility and perform work consistently to required standards
- Ability to read and follow detailed written and/or verbal instructions
- Demonstrate eagerness to learn how to run different parts and to perform different machine setups and operations
- Demonstrate consistent and timely attendance
- Working cooperatively with others
- Owning and exhibiting RJS Core Values – *“Work Smart, Work Safe”*; *“RJS Pride – Quality and Service”*; *“Reaching Success Through Teamwork”*; *“Innovation and Continuous Improvement For Over 65 Years”*; *“Own Our Work, Own the Market”*

**Physical Demands:**

While performing the duties of this Job, the employee is regularly required to stand; use hands to finger, handle, or feel; reach with hands and arms; talk and hear. The employee is frequently required to walk. The employee may occasionally be required to sit. The employee must regularly lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

**Work Environment:**

While performing the duties of this Job, the employee is regularly exposed to moving mechanical parts and vibration. The noise level in the work environment is usually loud.

I hereby acknowledge that I have read and understand the daily job duties of my position with RJS Corporation and can perform them without change or accommodation.

**Employee Name (Printed):** \_\_\_\_\_

(Signature): \_\_\_\_\_

Date: \_\_\_\_\_