**Employee Name: Name**

**Start Date: Date**

**Department:** Product Development

**Employee Status**  **Full-time**   **Part-time**  **Temporary**   **Intern**

**FLSA Status:**  **Exempt**  **Non-Exemp**t

**Job Summary**

This position focuses on programming and setting up CNC machining center for prototype or short run components utilizing Mastercam software and manual machining on lathes and vertical mills.

**Essential Functions**

* Ability to set up and program CNC machining center using Mastercam software with minimum supervision
* Work closely with R&D and manufacturing teams to fabricate and modify tooling, fixtures and components as needed to support several projects
* Able to work with technicians and engineers as needed in various roles to support projects with minimum supervision
* Assist in prototype assembly and manufacturing when necessary

**Education, Experience, Required Skills**

* 1-3 years minimum experience programming in Mastercam or recent technical college graduate
* 1-3 years minimum experience with set up and operation of CNC machining center or recent technical college graduate
* Technical degree in machining/programing or mechanical engineering degree preferred
* Strong technical ability with focus on quality
* Possess math and precision measurement skills, able to read machine drawings and specifications, and knowledge of G and M codes minimum
* 1 year of Machinist experience working with manual lathes and mills preferred
* Motivated with a strong attention to detail
* Strong written and oral communication skills
* Ability to handle and be trusted with confidential and/or sensitive information
* Able to work in a fast-paced, constantly changing environment
* Ability to be flexible and to handle multiple projects in an organized, timely manner
* Able to problem-solve, work under pressure, and to effectively manage stress

**Physical Requirements**

* Prolonged periods sitting at a desk and working on a computer or microscope
* Prolonged periods of standing
* Must be able to lift up to 25 pounds at times
* Possess the manual dexterity to assemble products or machines as directed
* Must have excellent hand-eye coordination
* Must wear gown, gloves, ear protection and personal protective equipment when applicable

**Authority and Responsibility**

* Accountable for their performance and will have authority as delegated to complete their tasks and objectives

Disclaimer

*The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. All personnel may be required to perform duties outside of their normal responsibilities from time to time, as needed.*

I have reviewed and determined that this job description accurately reflects the position.

Reviewed by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Employee Date

Reviewed by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Manager Date