



## CNC Machine Programmer/Operator Job Requirements

<b>Job Title:</b>	<b>CNC Machine Programmer/Operator</b>	<b>Job Category:</b>	Year Round
<b>FLSA Status:</b>	Non-Exempt/Hourly	<b>Position Type:</b>	Full Time
<b>Reports To:</b>	Production Manager (Jonathan Dupea)	<b>Pay Scale:</b>	\$25-\$35 per hour D.O.E.
<b>Expected Schedule:</b>	40 hours a week, flexible, Monday-Friday between 7am and 7pm regular schedule week to week		

### POSITION SUMMARY

Pocket NC is a machine tool manufacturing company in Bozeman, Montana designing and building 5 axis CNC mills to serve educational, medical, and industrial customers. We are looking to add a full time programmer/machinist to our team. This role will include producing parts in support of our current production, prototyping new parts in support of our research and development team as well as machine shop organization and maintenance.

The requirements of this position include operating multiple CNC milling machines (both 3 and 5 axis), communicating well with other members of the Pocket NC team, using metrology tools to check that parts meet specifications, troubleshooting machining problems, maintaining a clean and orderly work area, assisting with the creation of production documents, and performing machine maintenance. Depending on the skillset of the individual and the business needs of the company, the machinist may be asked to occasionally perform other jobs including, programming tool paths, assembly prep, and forklift operation.

### ESSENTIAL JOB FUNCTIONS

#### RESPONSIBILITIES TASKS AND DUTIES

To perform this job successfully, an individual must perform these essential duties satisfactorily:

- Produces parts in the Pocket NC machine shop
  - Loads and unloads parts from Haas and Doosan CNC milling machines
    - Follows set-up sheets
    - Operates the machines in a safe manner
  - Loads and unloads parts from the racking system for the Universal Robots robotic arm
  - Sets up the robotic arm for lights-out operation of the shop
  - Inspects parts coming off the machines to make sure they meet the specifications
  - Deburrs/tumbles parts and packs them for shipment
- Able to assist with prototyping of new parts
  - Works with the development team to understand part requirements
  - Programs parts using Fusion 360
  - Proves new programs
  - Produces set-up sheets and other documentation as needed
- Able to troubleshoot machining problems, suggest and implement appropriate solutions
- Looks for opportunities to improve work practices and processes
- Assists with creating and maintaining documentation of work practices



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### RESPONSIBILITIES TASKS AND DUTIES CONTINUED

- Keeps a clean and organized work space
- Follows safety procedures and best practices
- Completes preventative maintenance requirements for machinery and tools
- Observes component stock levels and alerts appropriate parties for reorder
- Communicates well with other members of the production team
- Performs basic maintenance and troubleshooting on shop machines
- Willing to assist the production team in other capacities when and where needed

### SKILL AND EXPERIENCE REQUIREMENTS

- Full time availability during standard business hours Monday-Friday
- Prior experience operating CNC machines is required, 5+ years preferred
  - Prior experience operating multi-axis milling machines is preferred
- Experience programming in G-code is required
  - Fusion 360 strongly preferred
  - MasterCAM preferred
- High School Diploma or GED required, machining degree preferred
- Familiarity with Haas machine controllers preferred
- Familiarity with Fanuc machine controllers preferred
- Prior experience in problem solving and troubleshooting
- Prior experience working in a manufacturing environment preferred
- Prior experience with the use of precision measurement tools (dial indicators, calipers, and micrometers) preferred
- Ability to follow safety instructions



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### PHYSICAL REQUIREMENTS

The physical demands described here are representative of those required to successfully complete Essential Job Functions and must be met by an employee for successful performance. Reasonable accommodations may be made to enable individuals with disabilities to perform the Essential Job Functions.

- Must be able to work in a moderately noisy environment with industrial machines, multiple conversations, (ear protection is provided and required in some areas)
- Must be able to listen, hear and speak in the English language
- This position is moderately active and requires employees to frequently stand or sit for long periods of time (at least 8 hours)
- Regularly required to walk, kneel, stoop, crouch, reach, lift, carry, push and pull
- Must be able to frequently lift a minimum of 50 pounds without assistance and occasionally lift up to 100 pounds with the assistance of another team member or mechanical assistance (such as a hand cart, etc)

### PREFERRED SOFTWARE EXPERIENCE AND SKILLS

- Haas Machine Controller
- Fanuc Machine Controller
- Able to read and write basic G-code commands
- CAD/CAM (Onshape, Fusion 360 and MasterCAM preferred)
- Google Suite applications
- Jira/Confluence
- Typing speed - minimum of 50 words per minute
- Familiarity with Mac OS, Windows OS and Chrome OS

### COMPETENCIES

- Detail-oriented - Pays attention to quality
- Problem Solving - Weighs the options against outcomes and determines the best solution, applying knowledge skills and experience to solve common problems on the job
- Persistence - Completes work completely, satisfactorily and in a timely manner
- Communication - Speaks and writes clearly and persuasively in positive or negative situations
- Attendance & Punctuality - Is consistently at work and on time
- Dependability - Follows instructions, asks necessary questions and responds to management direction
- Flexibility - Degree to which change is accepted and embraced
- Teamwork - Balances team and individual responsibilities