

# Job Description



*Aerospace Fabrications of GA, Inc.*  
*“Quality and Excellence in Manufacturing”*

## 1.0 FUNCTION

This procedure establishes and describes the requirements, reporting relationships, authority, responsibilities, duties and measurements of performance for the functional position of a CNC Machinist.

The CNC Machinist is responsible for the daily operation of the CNC machine function for manufacturing parts to design and quality standards as established by the company.

## 2.0 REQUIREMENTS

- 2.1 EDUCATION:
- |            |   |
|------------|---|
| Required:  | High School Diploma or GED  |
| Preferred: | Completion of Machine Tool Tech training course or equivalent, experience may be substituted. |
- 2.2 EXPERIENCE:
- |            |  |
|------------|--|
| Required:  | 1 year experience in CNC machine operation and set-up.   |
| Preferred: | 2 years experience in all phases of CNC machine operation with manual machine experience and training ability. |
- 2.3 LICENSE:
- |           |   |
|-----------|---|
| Required: | A valid driver's license is required for commuting. |
|-----------|---|
- 2.4 SKILLS, KNOWLEDGE AND ABILITIES:  
Must have knowledge of manual and CNC machine functions and operations. Must have the ability to read and interpret blue prints, basic computer skills, and math proficiency, and have an understanding of basic quality control concepts.
- 2.5 PHYSICAL:
- Body Positions: Prolonged standing, walking, and lifting of materials and parts of up to 70 pounds each.
- Body Movements: Carrying, use of hands, eyes, arms, and voice.
- 2.6 MENTAL:  
Requires statistical and analytical knowledge, using general business math skills and a general knowledge of computer systems. Ability to meet

deadlines and work under rush delivery situations. Language requirements are reading, writing, spelling and the ability to communicate clearly in English language.

- 2.7 **WORKING CONDITIONS:**  
Inside an air conditioned machine parts factory.

### **3.0 REPORTING RELATIONSHIPS:**

- 3.1 The CNC Machinist reports to the Shop Foreman.
- 3.2 In the absence of the Shop Foreman, the CNC Machinist will report to the Director of Production.

### **4.0 AUTHORITY**

The CNC Machinist receives sufficient authority from, and is accountable to, the shop foreman for the accomplishment of all assigned duties and responsibilities

### **5.0 DUTIES AND RESPONSIBILITIES**

The principle duties and responsibilities of the CNC Machinist include, but are not limited to:

- 5.1 Constantly monitors CNC work in process for accuracy and quality.
- 5.2 Keep CNC machines running to maximize production efficiency.
- 5.3 Properly load and unload CNC programs.
- 5.4 Touch off tooling associated with programs.
- 5.5 Complete CNC machine setup.
- 5.6 Extensive knowledge of quality control and SPC.
- 5.7 Complete job setups for 3 axis work.

- 5.8 Perform upkeep required on machine.
- 5.9 Properly load and unload parts from machines.
- 5.10 Methods of continuous process improvement are understood and practiced.
- 5.11 Continuous effort to reduce cycle times while maintaining quality standards.
- 5.12 Confidently makes decisions using good judgment and learning if they fail.
- 5.13 Able to grasp facts and situations completely and be able to determine when to take action and when additional information is needed.
- 5.14 Stays in assigned area and remains focused on the task at hand.
- 5.15 Accurately clock in and out on assigned jobs.
- 5.16 Properly continue jobs from previous stopping point or from prior shift.
- 5.17 Keep machine coolant levels at proper levels and the tank clean.
- 5.18 Maintain a clean and orderly work area.
- 5.19 Gather proper tools, setup instructions and programs for next job.
- 5.20 Machine setup is torn down upon completion of job and new instructions are obtained from supervisor/work queue.
- 5.21 Verify that the first run part is good prior to QA inspection. Once approved continue balance of production run.
- 5.22 Maintain <2% scrap rate.
- 5.23 Reports to work on-time and is a dependable employee.
- 5.24 Follows company safety rules and regulations as detailed in the company handbook.

- 5.25 Performs other duties as assigned by the shop foreman.
- 5.26 Makes valuable use of time during “dead times.”
- 5.27 Respects and works well with the entire AFG team.

**6.0 OTHER JOB CRITERIA (If applicable)**

- 6.1 Complete job setups for 4<sup>th</sup> and 5<sup>th</sup> axis work.
- 6.2 Train lower level machinist when required to advance skills and quality.
- 6.3 Performs deburr sanding on the parts that are running.
- 6.4 Assist in manual machine department as needed.

The performance of the CNC Machinist of Aerospace Fabrications of Georgia, Inc. relative to the responsibilities and duties assigned, on a consistent basis is of utmost importance to the success of the organization. The Shop Foreman will make yearly evaluations of performance for the CNC Machinist, relative to the above responsibilities.

