

# THE ULTRA-MET COMPANY

## JOB DESCRIPTION

The purpose of this document is to accurately describe the essential functions, job entry requirements and major job demands of the position. There may be additional criteria desired, but not required, which may enhance job performance and influence selection among minimally qualified candidates.

### I. GENERAL INFORMATION

**Job Title:** CNC Form Setup / Operator

**Department:** Pre-Forming

**Reports to:** Finish Grind and Pre-forming Supervisor

**Pay Class/Grade:**  Hourly  Exempt  Non-Exempt

Does this position have supervisory responsibility:  Yes  No

Number of Positions Supervised: none

Type of position supervised (list titles): N/A

### II. JOB SUMMARY

#### Duties and Responsibilities (Job Scope)

To Setup and Operate CNC equipment to exceed production and quality standards.

To use the machine control to create, edit and store part program data with the goal of establishing consistency between programs, using G & M code Programming.

To monitor tool wear, adjust offsets, and replace inserts when necessary.

To calculate amount of material to be fed into the machine, including shrinkage allowance.

To detect and resolve quality issues such as cracking, pullout and dimensional compliance.

To train and develop other department employees into reaching advanced levels of performance while being more productive and quality driven.

To be proactive and directly assist management in identifying quality and procedural issues. To institute permanent changes in training & operating procedures to resolve these issues and yield consistent results in quality and performance.

To demonstrate leadership qualities and consistently exhibit a positive attitude.

To read and review shop orders and blueprints to determine job specifications and quality requirements.

To assess tooling and relevant information for each job. To record information about any issues needing addressed. To provide resolution and follow-up on these issues

To select and complete assigned jobs and produce quality parts. To serve as the first line of command in performing adjustments and being responsible that parts are machined according to

exact specifications.

To operate all department equipment in a safe manner. To maintain all department equipment in a clean and reliable condition.

To use measuring devices such as micrometers, microscopes and optical comparators to ensure that parts meet specifications.

To guide other department employees in maintaining a safe and clean environment.

To perform miscellaneous duties as assigned.

<b>Job Functions</b> (as a percentage of time)	<b>% Of Time</b>
1. Setting up machines for operation and parts removal. Performing adjustments to ensure that parts are to print tolerances and quality standards.	60
2. Operation Lathe and removing parts from machines.	10
3. Training and developing other department employees.	10
4. Assisting management in the resolution of quality and procedural issues.	5
5. Using micrometers, microscopes and optical comparators to measure and visualize quality issues.	5
6. Maintaining equipment in a clean and safe condition.	5
7. Other departmental or non-departmental assigned duties.	5

### III. QUALIFICATIONS

<b>Education</b>
High School (required): Diploma with Machine Trades or equivalent training. College (preferred): Two-year Industrial Technology degree or equivalent. Certification/License: none Type of Driver's License Required <input checked="" type="checkbox"/> Driver's License <input type="checkbox"/> Commercial Driver's License

<b>Knowledge, Skills and Abilities</b> (preferred)
Equipment: To setup, operate and maintain department machines including CNC and Manual Lathes and Mills and other equipment. To use manual machine skills. CNC: To use the machine control to setup and run all, including the most difficult jobs. To create, edit and possess a complete understanding of advanced CNC programs. To create, edit and possess a complete understanding of advanced part removal paths and patterns. To demonstrate and teach advanced CNC skills to other department employees. Quality: To use calipers, micrometers, microscopes, optical comparators, and other precision measurement equipment to ensure that parts meet specifications. To detect and resolve quality issues such as cracking, pullout and debris. Language: To read and interpret documents such as safety rules, operating and maintenance instructions, engineering drawings, blueprints and procedure manuals. To write routine reports. Mathematical: To calculate values such as proportions, percentages, area, circumference, and volume. To apply concepts of basic algebra and geometry. To use shop math to calculate lengths and angles. Reasoning: To solve complex problems and interpret a variety of instructions furnished in written, oral, diagram or schedule form. Computer: To use a computer for data entry into time-keeping and manufacturing software. Other: To accept personal responsibility and be a highly motivated team player in a detail orientated environment. To exhibit strong problem solving skills.

## IV. REQUIRED COMPETENCIES

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

Safety and Security - Observes safety and security procedures; Determines appropriate action beyond guidelines; Reports potentially unsafe conditions; Uses equipment and materials properly.

Quality Management - Demonstrates accuracy and thoroughness; Looks for ways to improve and promote quality; Applies feedback and implements changes to improve performance; Monitors own work and others' work to ensure quality.

Quantity - Meets productivity standards; Completes work in timely manner; Strives to increase productivity; Works quickly.

Attendance/Punctuality - Is consistently at work and on time; Ensures work responsibilities are covered when absent; Arrives at meetings and appointments on time.

Analytical - Synthesizes complex or diverse information; Collects and researches data; Uses intuition and experience to complement data; Designs work flows and procedures.

Problem Solving - Identifies and resolves problems in a timely manner; Gathers and analyzes information skillfully; Develops alternative solutions; Works well in group problem solving situations; Uses reason even when dealing with emotional topics.

Oral Communication - Speaks clearly and persuasively in positive or negative situations; Listens and gets clarification; Responds well to questions; Demonstrates group presentation skills; Participates in meetings.

Written Communication - Writes clearly and informatively; Edits work for spelling and grammar; Presents numerical data effectively; Able to read and interpret written information.

Judgment - Displays willingness to make decisions; Exhibits sound and accurate judgment; Supports and explains reasoning for decisions; Includes appropriate people in decision-making process; Makes timely decisions.

Planning/Organizing - Prioritizes and plans work activities; Uses time efficiently; Plans for additional resources; Sets goals and objectives; Develops realistic action plans.

Dependability - Follows instructions, responds to management direction; Takes responsibility for own actions; Keeps commitments; Commits to long hours of work when necessary to reach goals; Completes tasks on time or notifies appropriate person with an alternate plan.

Adaptability - Adapts to changes in the work environment; Manages competing demands; Changes approach or method to best fit the situation; Able to deal with frequent change, delays, or unexpected events.

Technical Skills - Pursues training and development opportunities; Strives to continuously build knowledge and skills; Shares expertise with others.

Professionalism - Approaches others in a tactful manner; Reacts well under pressure; Treats others with respect and consideration regardless of their status or position; Accepts responsibility for own actions; Follows through on commitments.

## V. MAJOR JOB DEMANDS

Major activities required for a typical workday for the position. For each item, the extent to which that activity is required: **occasionally, frequently, continuously, or not applicable (N/A) is identified.**

### Typical Work Day

PHYSICAL TASKS	N/A	OCC 0-33%	FREQ. 34-66%	CONT. 67-100%	AUDIO VISUAL NEEDS	N/A	OCC. 0-33%	FREQ. 34-66%	CONT. 67-100%
Standing				X	Hearing			X	
Walking		X			Near Vision				X
Sitting		X			Far Vision				X
Driving	X				Peripheral Vision			X	
Car	X				Color Discrim.				X
Van	X				Depth Perception				X
CMV	X								
Climbing		X			<b>EXPOSURES TO:</b>				
Bending		X			Cold	X			
Crouching		X			Heat	X			
Pushing –Pulling		X			Dampness	X			
Carrying		X			Heights		X		
Reaching above head		X			Vibration	X			
Lifting-Lowering					Skin Irritants		X		
1-15 lbs			X		Lung Irritants				
15-30 lbs		X			Dust		X		
30 lbs. +		X			Fumes/gases		X		

### APPLICANT:

The purpose of this document is to describe the job requirements to applicants. Declaration that you can perform the job does not mean that an offer of employment will or will not be made. If an employment offer has already been extended, declaration that you can perform the job does not mean that such offer will or will not be rescinded. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Ultra-Met reserves the right to hire the applicant who is most qualified and best matched for the job. All employment decisions are made without regard to race, color, religion, national origin, sex, age, disability or veteran status. **Please review and sign below. This form will be attached to your application form.**

I understand the job requirements as described to me verbally and in writing.

- I can perform all duties as described without an accommodation.
- I can perform the duties with the following accommodations. (Please submit a written description)
- I cannot perform all duties as described with or without an accommodation.

Name: \_\_\_\_\_  
(Please Print)

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

**NOTE:** This description is not an exhaustive list of all job functions, duties, skills and job standards required. Other job functions, duties, skills and standards may be added. Management reserves the right to add or change the job requirements at any time.