

**Job Title:** Setup Technician/Machinist

**Reports to:** Shift Supervisor

**Job Purpose:**

To setup and adjust CNC machines

**Duties and Responsibilities:**

- Setup a CNC machine (fixturing, jaws, load program, etc.)
- Setup required tooling
- Utilize basic programming and editing skills
- Producing first pieces which meet specification requirements
- Perform 1<sup>st</sup> piece inspection and documentation
- Create written documentation of setups
- Set up the necessary gaging for any job
- Accurately record times and counts
- Perform tool changes/offsets on CNC machines
- Maintain a clean work area and safe work environment
- Follow all company policies and procedures
- Complete all other tasks as required

**Knowledge, Skills & Abilities:**

- Knowledge of G-code or conversational programming language
- Knowledge of basic to intermediate machining processes
- Knowledge of blueprint reading
- Knowledge of Horizontal Machining Centers is a plus
- Knowledge of Solidworks software is a plus
- Skill to read & write English
- Skill to perform math & trigonometry
- Skill to use all types of variable measuring instruments (calipers, micrometers, etc.)
- Skill to setup a CNC machine
- Ability to establish priorities, work independently, and proceed with objectives with little supervision
- Ability to effectively communicate with supervisors and operators
- Ability to troubleshoot recurring problems

**Credentials & Experience:**

- Associates degree in Machine Tool
- Five years related experience or
- Equivalent combination of education and experience