

JOB DESCRIPTION

TITLE:	CNC Operator	DEPARTMENT:	Manufacturing
LOCATION:	Wasson Road, Cincinnati, OH	FLSA STATUS:	Non-Exempt
SUPERVISOR:	Production Manager or Lean Champion/Manufacturing Manager	CLASSIFICATION:	Manufacturing Level 3
SUPERVISES:	N/A		

JOB SUMMARY: Setup and operate CNC turning or milling machines. Observes machine operation to verify accuracy of machine settings and to detect malfunctions or out-of-tolerance machining, using precision measuring instruments such as micrometer and dial caliper. Adjust machine control part process. Inspects cutting tools for sharpness and usability. Verifies "first piece inspection" using appropriate measuring instruments. Records daily record keeping such as daily labor sheets, inspection forms and monthly machine maintenance. Works safely to prevent on-the-job injuries by following all safety regulations.

PRINCIPAL DUTIES & RESPONSIBILITIES:

1. Machine Operation/Production

- 1.1. Load/unload parts within qualified time given.
- 1.2. Must be able to distinguish and identify proper tooling/collects/fixtures and jaws for efficient set-up.
- 1.3. Inspect cutting tools for sharpness and usability.
- 1.4. Observes machine operation to verify accuracy of machine settings and to detect malfunctions or out-of-tolerance machining, using precision measuring instruments such as micrometer and dial caliper. Adjust machine to control part process.
- 1.5. Post edits CNC program to fine tune process for optimum performance with assistance of a CNC Op/Programmer, leadperson or programmer; submit changes to programmer
- 1.6. Report tooling breakage or repair and need for new tools.
- 1.7. Able to use material handling equipment with proven competence.
- 1.8. Set up and operate Hydrostatic Tester (MW1-12).
- 1.9. Able to perform "first-piece" in-process inspection (MP-2).
- 1.10. Should be self-sufficient in routine tasks and production within six months of hire date
- 1.11. Completed training including but not limited to RI University, Human Resource Orientation, and Safety & Inspection training.
- 1.12. Sign off on check sheet as outlined by Lead man.

2. Machine Set-up

- 2.1. Review set-up for tooling selection.
- 2.2. Install tools into machine.
- 2.3. Teach tools.
- 2.4. Load machine program.
- 2.5. Run first piece – inspects first part, consults with quality assurance, and inspect work pieces throughout the production run, for out of tolerance machining.
- 2.6. Make adjustments (offsets) until part is machined to print.

3. Secondary Tasks

- 3.1. Deburr parts.
- 3.2. External set-up tasks, i.e. prepare for next job by completing set-up procedures while machine is running current job.
- 3.3. Miscellaneous assigned secondary tasks.

4. 5S/TPM

- 4.1. Clean and maintains machine, tooling, and parts to maintain equipment in optimal production condition.
- 4.2. Works safety to prevent on-the-job injuries following all safety regulations.
- 4.3. Keeps work area organized and clean.
- 4.4. Keep all machines, tools, and equipment and work surfaces free of oil, grease, etc.
- 4.5. Check fluids (oil, coolant) daily.
- 4.6. Keep all tooling, inserts and other items stored in drawers or on work bench organized, labeled and in order.

5. Meeting Attendance

- 5.1. Attends all employee meetings.
- 5.2. Attends and participates in all required training.

This job description is not intended to be all inclusive and the employee will also perform other reasonably related business duties as assigned by the immediate supervisor and other management as required.

CRITICAL SUCCESS FACTORS:

1. Success Factor #1

S- Quality - less than 12 non-conforming parts for a 12-month period.

O- Obstacles can include machine malfunction, tooling breakage and program errors. Attention to detail.

A-Actions to achieve this goal is to perform in-process inspection, paying attention to details and having 1st piece inspection carried out thoroughly.

R-Result will be a non-conforming parts being below the twenty-five piece limit.

2. Success Factor #2

S- Run & setup efficiency and indirect percentage - run efficiency 95%, setup efficiency 100% and less than 17% indirect hours.

O-Looking for gauges and inserts, machine malfunctions, misuse of time, quality of castings/bar stock and routers which are incorrect.

A-Actions to obtain this level of production will include time allocation, completing external set-up activities and taking opportunities for secondary work. Initiate and implement setup reduction activities.

R-Results will be production levels either at or above set bench marks.

3. Success Factor #3

S- Attendance and adherence to policy - less than three points for a 12-month period.

O-Obstacles include getting to work on time and completing the shift and appointments.

A-Actions to accomplish this goal will be to utilize vacations and personal days and schedule appointments around working hours.

R-Results will be an acceptable attendance record.

4. Success Factor #4

S- Job knowledge – Practical and technical knowledge of CNC machines (setup and operate), ability to interpret blueprints, use measuring instruments and gauging devices.

O- Lack of proper training, not taking notes and/ or retaining the information during the training period. Not seeking help when operator is not sure how to operate machine, interpret blueprints or measure parts.

A- Refer back to notes, retention, seeking assistance from higher skilled operators.

R- Able to setup, operate and inspect parts with little or no assistance.

5. Success Factor #5

S- Housekeeping (5S & TPM) – Audit score of 90% or better.

O- Not having the proper items needed to clean and organize work area. Not having the discipline to make sure work area is clean every day and all items are in their place. Proper 5S training and expectations.

A- Every item has a home and is in its home. Label all drawers and cabinets. Make sure work area is swept, clean and neat daily. Initiate and implement 5S activities.

R- Results will be acceptable 5S score of 90% or better.

QUALIFICATIONS:

(Knowledge, licenses, certifications, specialized skills, etc.)

EDUCATION/EXPERIENCE

⇒ High school diploma or equivalent.

⇒ 18 months experience in RI manufacturing environment or 2 years CNC Machining experience.

SKILLS, SPECIALIZED KNOWLEDGE, and ABILITIES

⇒ Knowledge of CNC Turning/Mill machine.

⇒ General PC knowledge.

⇒ Knowledge of AS400 system.

PHYSICAL & MENTAL DEMANDS

⇒ Capable of handling 50 lb. to 200 lb. valve bodies with the assistance of hand trucks, lifts, conveyors and hoists.

- ⇒ The ability to stand for long periods up to eight or more hours at a time.
- ⇒ Good communication skills for working with purchasing to order supplies.
- ⇒ Walking and standing for the entire shift.
- ⇒ Ability to work weekends and overtime when scheduled.
- ⇒ Night shift may be required.
- ⇒ Ability to work as a team.
- ⇒ Troubleshooting ability.
- ⇒ Attention to detail – exercise special care to ensure machine is running correctly to avoid costly damage.
- ⇒ May be exposed to chemicals and fumes and heat in summer months..
- ⇒ Must adhere to all safety policies, including safety glasses while in shop area.

Richards Industries Valve Group

Our company is a manufacturer of specialty industrial valves sold throughout the world. We employ approximately 130 people. The main plant and office center is in the Hyde Park-Oakley section of Cincinnati, adjacent to the Hyde Park Shopping Center. It is less than five minutes drive from the Smith-Edwards or Ridge Road exits of I-71.

Our company is large enough to provide a very broad range of experience and exposure to those in the company, and it is small enough for each individual to know the total picture and to gain broad experience.

Our company was founded in 1948. We have grown steadily, and we have a very strong financial position. There has never been a layoff or a work week less than 40 hours in our plant.

Our products are sold through manufacturer's representatives and distributors. Sales efforts are concentrated primarily on the wet processing industries. In addition, we are active in HVAC, OEM, mechanical contractor and constructor/engineering markets.

Compensation

Compensation is open, depending on an individual's experience, record of accomplishment, and demonstrated earning power. We offer a competitive benefit program which includes:

1. Medical and dental insurance
2. Prescription drug card
3. Life insurance (equal to your annual earnings)
4. Short and long term disability
5. 401(k) Retirement Plan with company contribution
6. Paid vacation
7. An average of 12 holidays and Personal Days combined
8. Profit sharing

Basis of Selection

We evaluate each candidate in terms of the company's needs and requirements, our estimation of how well the candidate will perform in the job (based on their education, experience, and skills), and the individual's advancement potential. The person selected will undergo interviewing and aptitude testing to assist in determining his or her capability for success in this position.

We do not discriminate against any employee or applicant for employment based on race, color, sex, age, religion, national origin, disability or veteran status.

Summary

This position is for an enthusiastic and energetic person who would like to join a progressive and growing company. We offer regular performance appraisals, a pleasant working environment, and great opportunity for advancement.