**FUNCTIONAL AREA:** Factory

**JOB TITLE: CAD/CNC Programmer**

**POSITION SUMMARY:**

Incumbent is responsible for technical drawing, revisions, editing, design, programming and production according to specifications that meet customer requirements.

Shift: First Shift, 5:00 am to 3:00 pm, Monday – Thursday. Ability to work overtime, as required.

Hourly wage based on experience,

Must be a U.S. Citizen.

This position reports to: Operations Manager / Shift Supervisor

**ESSENTIAL FUNCTIONS:**

The following are the usual, major job duties, but this job description does not preclude the performance of other duties as assigned by the supervisor or his/her designee:

* Experience in a production / manufacturing environment
* CAD Drawing, Editing, Creating Technical drawings from conception to completion
* Read and interpret blueprints, drawings, traveler’s and specifications
* Program and set up and run various CNC machines and devices
* Developing samples / Prototypes
* Accurately check dimensions of finished parts using standard measuring devices
* Maintain a clean work area
* Production
* Able to perform repetitive movements of lifting material from pallets to the machine input
* Other duties as required or necessary beyond this scope

**JOB QUALIFICATIONS:**

These are the mental requirements of the position as it is typically performed:

Mental Requirements:

* Comprehension
* Math – Basic - Geometry
* Reading - Simple
* Writing - Simple
* Computer
* Technical understanding

**EDUCATION:**

* High school Graduate or equivalent , CNC/CAD education is a plus

**EXPERIENCE:**

MINIMUM REQUIREMENTS:

* Windows Computer Software experience
* Manufacturing Environment

**PREFERRED SKILLS/QUALIFICATIONS:**

* Cad / CNC experience (CAD Creator. AutoCAD, Corel , Softec Artcam or Multicam
* Previous experience Programing / operating a CNC plasma, CNC laser table, CNC Slitter CNC Router or CNC Waterjet a plus
* Able to understand instructions and follow established procedures
* Reading and understanding blueprints
* Mechanical background
* Use of measuring devices
* Work independently
* English speaking, reading and writing
* Manufacturing

**WORKING ENVIRONMENT/PHYSICAL ACTIVITIES:**

These are the working environment and physical requirements of the position as it is typically performed. Inability to meet one or more of these physical requirements will not automatically disqualify a candidate or employee from the position.

**Working Environment:**

* Dirt/dust
* Equipment – Electrical
* Equipment – Mechanical
* Equipment – Pressurized
* Face-to-face Contact
* Inside
* Moving Objects
* Noise
* Shift Work
* Verbal contact with others
* Works with others

**Physical Requirements:**

* Ability to move within and between factory/warehouse/offices
* Climbing
* Color Perception (red, green, amber)
* Crawling
* Hearing
* 70 Pounds - Carrying
* 70 Pounds - Lifting
* Reaching
* Seeing
* Sitting
* 9 Hours Standing
* Stoop, kneel and crouch
* Talk
* Touching: Dexterity of Hands, Fingers
* Walking

**TRAINING:**

* See H-O Products Training Matrix and Training Action Plans

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| --- | --- | --- | --- | --- |
| Revision | Effective Date | Section | Summary of change | Authorized by |
| 0 | 12/10/19 | All | New Release | Collins |
|  |  |  |  |  |

**We offer the following Benefits after probation period**

4 Day 40 Hour work Week with Paid Breaks

Up to $25.00 per hour to start with experience (Can discuss)

Medical Insurance ( we pay 75% after 90 day probation period

Life insurance $20,000 and $10,000 for a total of $30,000 in case of occurrence

401k / Matching fund after I year of employment

Buy up options- Medical and Life insurance

Northwest credit union –Membership Option

Direct Deposit- Bank of employees choice

Wheeler Group-Personal and Family Crisis Center

Holidays- Are paid starting date of perm hire ( 11 counting birthday)

PTO- Accrual Rates based upon date of hire

Ymca Membership-70% Discount Employees only

Reimbursement- Safety shoes and Glasses

Aflak-Various Options-Employee paid