

Job Description – CNC Lead

Title:	CNC Lead
Department:	CNC Machining
Hours:	Full Time
Reports to:	Operations Manager
Direct Subordinates:	CNC Operators
Responsibilities	
1.	Maintain CNC tooling library
a)	Work with Engineering department to identify tooling needs
b)	Monitor tooling and report needs for repair/replacement
2.	Maintain CNC consumables inventory
a)	Identify needs for replacement parts to CNC mills and lathes
b)	Report needs to Operations Manager
3.	Reviews and stays cognizant of production schedule
4.	Program and setup CNC mills and lathes
a)	Analyze part requirements to define best solution for machining
b)	Test program to ensure quality and repeatability
5.	Generate programs to create any fixtures and parts using MasterCAM software
a)	Verifies that material is in stock and ready for processing
b)	Generates programs to minimize scrap and optimize CNC run time
6.	Monitor CNC Operators to ensure all policies and procedures are carried out
a)	Required PPE for CNC department is used by all operators
b)	Safety procedures are followed
c)	Work Order paperwork is filled out and operator has properly clocked in and out of order
d)	All quality inspections have been carried out and forms are attached to work order
7.	Operate CNC mills and lathes as required
8.	Complete other related duties as assigned by Operations Manager
Required Skills	
•	Proven CNC programming experience
•	Proven mill and lathe setup experience
•	Knowledge of manufacturing systems and procedures
•	Strong time management skills and ability to multi-task and prioritize tasks
•	Attention to detail and problem-solving skills
•	Good written and verbal communication skills
•	Strong organizational and planning skills
•	Punctuality and reliability
•	Ability to work well with others from a variety of occupational backgrounds