

# REULAND ELECTRIC



## POSITION DESCRIPTION

TM No.: 01-30-T- Rev. 0  
ISSUED: 5/09

**TITLE:** C.N.C. LEAD

**DEPARTMENT:** MACHINE SHOP----ALUMINUM

**REPORTS TO:** SUPERVISOR

**MAIN FUNCTION:** Guides, instructs and assigns work to CNC area – Lathes and Mills. Sets up, operates, and programs CNC machines as needed. Will troubleshoot and modify programs (manual programming).

### **DUTIES & RESPONSIBILITIES:**

Method of			
<u>Qualification</u>			
(A)	(B)	(C)	
1.	<input type="checkbox"/>	<input type="checkbox"/>	Establishes production priorities for all divisions.
2.	<input type="checkbox"/>	<input type="checkbox"/>	Schedules work, guides and instructs machine shop employees.
3.	<input type="checkbox"/>	<input type="checkbox"/>	Assumes responsibility for work accomplished on schedule and in accordance with job requirements.
4.	<input type="checkbox"/>	<input type="checkbox"/>	Advises supervisor of any and all problems.
5.	<input type="checkbox"/>	<input type="checkbox"/>	Gives immediate direction on matters directly related to: a. Machine operations b. Work methods c. Shop practices d. Safety e. Tooling requirements
6.	<input type="checkbox"/>	<input type="checkbox"/>	Actively creates a self-motivating environment.
7.	<input type="checkbox"/>	<input type="checkbox"/>	Assists in employee hiring, disciplinary actions and review process.
8.	<input type="checkbox"/>	<input type="checkbox"/>	Communicates with swing and graveyard employees to establish production priorities.
9.	<input type="checkbox"/>	<input type="checkbox"/>	Communicates with all levels of employees and departments to carry out assigned duties and responsibilities.
10.	<input type="checkbox"/>	<input type="checkbox"/>	Communicates with vendors for purpose of updating and enhancement of machine tooling.
11.	<input type="checkbox"/>	<input type="checkbox"/>	Sets up, operates and programs CNC machines to manufacture parts per blueprints.
12.	<input type="checkbox"/>	<input type="checkbox"/>	Responsible for the proper use and maintenance of tooling and fixtures.
13.	<input type="checkbox"/>	<input type="checkbox"/>	Inspects all parts during and upon completion of machining to meet quality standards. In process Inspection.
14.	<input type="checkbox"/>	<input type="checkbox"/>	Meets or exceeds quality and quantity standards established by the department supervisor.
15.	<input type="checkbox"/>	<input type="checkbox"/>	Sets up and operates automatic drill machines as required.
16.	<input type="checkbox"/>	<input type="checkbox"/>	Performs other duties as assigned by the supervisor.

### **QUALIFICATIONS**

1. Three to five years experience as a C.N.C Programmer.
2. Three to five years experience CNC Lathe Set-Up and Operator.
3. Knowledge of all inspection equipment to perform job duties.
4. Able to work to .0005" tolerance.
5. Able to read blueprints and use all machine shop tools.
6. Capable of sharpening own tools.
7. Good communication skills.