



13355 Nevada City Ave. Grass Valley, CA. 95945

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## Huntington Mechanical Labs Job Description

**Job Title:** CNC Machinist I  
**Reports To:** Manufacturing Supervisor  
**FLSA Status:** Non-Exempt

**Summary:** Efficiently and accurately setup and operate CNC mill / lathe, and other machinery by performing the following duties.

**Duties and Responsibilities** include the following. Other duties may be assigned.

1. Reads and understands manufacturing drawings, tolerances, and notes.\*
2. Setup CNC machines according to an existing CNC program with minimal assistance.\*
3. Operates CNC machinery in accordance with part and production requirements.\*
4. Measures parts with caliper, micrometer, and depth gage to guarantee specifications are met.\*
5. Understands concept of machine speeds, feeds, and tooling.\*
6. Wears personal protective equipment in accordance with safety training guidelines.\*
7. Transports finished goods safely to and from workstation as required by production.
8. Handles small parts and tools.
9. Keeps machines and work areas clean and free of hazards.
10. Operates motorized hoists.
11. Adheres to established policies and procedures paying special attention to safety regulations.
12. Notifies management of product discrepancies, equipment malfunctions, and/or personal injuries.
13. Reports to work for scheduled day and shift.
14. Performs all other duties as assigned.

\*Essential Function



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### **Qualifications:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### **Language Ability:**

Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write simple correspondence. Ability to effectively present information in one-on-one and small group situations to customers, clients, and other employees of the organization.

### **Math Ability:**

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

### **Reasoning Ability:**

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

### **Computer Skills:**

To perform this job successfully, an individual should have knowledge of use of computers and time clock.

### **Education/Experience:**

Minimum of 1 year prior experience in machining or fabrication, or other mechanical trade. Graduates of trade school, shop course or college will be considered.

### **Equipment:**

- CNC lathe
- CNC mill
- Band saw
- Bench grinder
- Belt sander
- Die grinder
- Calipers
- Micrometers
- Vernier scales
- Digital position read outs
- Hand drill

### **Knowledge, Skills and Other Abilities:**

- Punctuality
- Dependability
- Good attitude
- Ability to see small details



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### **Physical Demands:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand, use hands, reach with hands and arms, and talk or hear. The employee is frequently required to walk. The employee is occasionally required to sit, and stoop, kneel, crouch or crawl. The employee must frequently lift and/or move up to 40 pounds. Specific vision abilities required by this job include close vision, and ability to adjust focus.

### **Work Environment:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly exposed to work near moving mechanical parts. The employee is frequently exposed to fumes or airborne particles. The employee is occasionally exposed to toxic or caustic chemicals, and vibration.

The noise level in the work environment is usually loud.