



Job Title:	CNC Machine Operator
Department:	Shop/Production
Job Grade/Level	Entry Level
Position Supervisor:	Dan Moschenross
Reports to this Position:	CNC Machine Supervisor
Location:	Texas Timber Frames – Boerne, TX

Job Purpose/Summary:

The Machine Operator will be responsible for performing various tasks to operate, monitor, troubleshoot and perform preventive maintenance on CNC machine. The Machine Operator will also be responsible for inspecting parts to specifications and making adjustments, or tool changes as necessary to maintain quality specifications. Adjusts machine settings to complete tasks accurately, according to specifications and in a timely fashion.

Principal/Main Responsibilities and Tasks:

- Operating and/or programming of CNC machines (Joinery Machine)
- Operating and/or programming of CNC planer
- Following all CNC Standard Operating Procedures
- Machine maintenance & troubleshooting
- Effectively manage time to meet set schedules for production
- Adjusting machine to specifications and to maximize machining capabilities
- Ensuring most efficient use of raw materials
- Ensuring machinery/work areas are kept clean and OSHA compliant
- Material handling (large timbers)
- Operating a Forklift

Minimal Knowledge, Skills and Abilities Required:

- Ability to read technical drawings & a tape measure
- Time management skills
- Minimum of 2-years CNC experience preferred
- Experience with CAD programs (AutoCAD preferred)
- Problem-solving and mathematics skills
- Reliable and self-motivated
- Strong analytical, communication, and computer skills
- High school diploma or equivalent
- Must be able to lift up to 25 lbs.



Job Title:	CNC Machine Operator
Department:	Shop/Production
Job Grade/Level	Entry Level
Position Supervisor:	Dan Moschenross
Reports to this Position:	CNC Machine Supervisor
Location:	Texas Timber Frames - Boerne, TX

Employee Signature _____ Date _____

Manager/Supervisor Signature _____ Date _____