Job Title:	Programmer – Tool and Die	**EEOC Group Code:**	7-Admin Support
Department/Value Stream:	Mfg. Solutions Value Stream	**EEOC Classification Code:**	5-Admin Support
Employee Pay Group Code (1=Salary 2=ADP time Card)	ADP Time Card	**Position Type:** (RFT, TFT, RPT, TPT, Intern)	RFT
Employee Classification: (Exempt, Non-exempt)	Non-exempt	**Travel Required:**	<5%
Supervision Received:	Tool and Die Supervisor	**Supervision Exercised:**	None

******Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time.*

Job Description

Position Overview

Responsible for creating CNC programs for production, CNC equipment to include, but not limited to, HAAS Vertical Mill, FARO CMM and CNC Lathe. Will convert drawing, sketches, electronic files, and CAD drawings to CNC programs and optimize program for efficient use of equipment and material. Must understand mechanical design and production concepts. Will assist in the design process and utilize communications skills to explain drawings to production personnel. Will coordinate customer projects with engineering, purchasing, and production staff. Is customer focused, cost conscious, schedule adherent, and innovative.

Essential Duties and Responsibilities

1. Create computer numerical control programs to efficiently operate Production and Tool & Die Equipment. Programs mills to optimize cutting and costs.
2. Draws all parts, products, layouts, diagrams, and revisions, as required. May assist in preparing cost estimates for manufacturing products. Interprets and follows instructions.
3. Coordinates directly with customers on prototype parts and meets customer requirements.
4. Coordinates direct sales with some Fabrication customers. Is able to communicate due dates and material requirements to appropriate personnel.
5. Utilizes education and experience and will pursue increased knowledge of programming and electronic design/drafting.
6. Must understand drawings and manufacturing processes and be able to convey these concepts to production personnel.
7. Must be able to inspect parts in process, finished parts, and parts from customers to confirm dimensions.
8. Organize all existing drawings and computer drawing files to ensure accurate and current revisions to be located in public folder location. Must demonstrate file management.
9. Create assembly drawings and detailed parts drawings for customer and internal products as required.
10. Coordinate manufacturing of prototype assemblies.
11. Operate production equipment when needed only after proper training.
12. Displays basic measurement skills, performs basic CNC operations, and ensures outputs meet specifications.
13. Contribute to a positive work environment.
14. Helps the company meet its Quality objectives
15. Other duties may also be assigned

Key Competencies

Self-motivation; use and apply current technical concepts; problem solving; oral and written communication; decision making; frustration tolerance; time management; accountability; flexibility

Qualifications and Education Requirements

- High school diploma or GED
- At least 6 months of machining or programming experience
- Basic computer knowledge (Windows, email, internet, etc.)
- Programming and Drafting Software knowledge
- Communication skills (interact with customers on an explanatory basis; interact with groups of people, co-workers, subordinates; use of telephones, 2-way radios, public address system; and oral communication)
- Basic math skills
- Reading skills (Basic instructional and technical information)

- OR -

- An acceptable combination of education and experience.

Work Environment

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

- Physical Demands: balancing; feeling; manual dexterity; handling; hearing; kneeling; lifting avg. 20 lbs; pulling; pushing; reaching arms length; standing; stooping; walking; visual acuity (color vision, visual perception of detail at distances close to the eyes, data and figures, computer terminal, visual inspection involving small defects, small parts, operation/repair of machines; visual perception involving distances at or within arm's reach); visual perception involving extended distances; **Light Duty** - Exert up to 20 lbs. of force occasionally, and/or up to 10 lbs. of force frequently, and/or a negligible amount of force constantly to move objects. Physical demands are in excess of those of sedentary work. Light work usually requires walking or standing to a significant degree.
- Mental Demands: Public contact (complaint); handling multiple priorities; operate under short timeframes/deadlines; serious consequences or error-threat to life and property; visualization: imagining how something will work; communications skills: interact with groups of people; co-workers, subordinates, use of telephones, 2-way radios, public address systems); math skills (basic skills of addition, subtraction, and multiplication); reading skills: basic instructional material; technical information.
- Working conditions: Worker is subject to inside environmental conditions (protection from weather conditions but not necessarily from temperature changes; is subject to oils, there is air and/or skin exposure to oils and other cutting fluids; subject to unscheduled overtime.

Reviewed By:	Joe Muggli	Last Updated Date:	6/7/2012
Employee Signature:		Date:	