



Corporate Office: 858 Acid Mine Road ~ Sullivan, MO 63080 **Office:** (573)468-4045 **Fax:** (573)468-9045
Branch Office: 1502 Gault Road ~ Houston, TX 77039 **Office:** (281)557-0103

Title: CNC Programmer	Location: Houston
Division: Manufacturing	Department: Technician
Reports to: Operations Manager	<input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Non-Exempt
<input checked="" type="checkbox"/> Full Time <input type="checkbox"/> Part Time <input type="checkbox"/> Temporary	

Position Summary: The CNC Programmer position codes, tests, debugs, documents, and installs both new programs/technologies and institutes changes to existing programs/technologies of a complex nature.

Essential Responsibilities:

- Consults with Design Engineers during the design phase to foster economically producible and effective designs for machined parts.
- Creates CNC programs for precision machined parts on a variety of CNC machine tools including 3, 4, and 5 axis vertical and horizontal machining centers, CNC lathes, and wire EDMs.
- Maintains programs and documentation in a formal methodical system.
- Updates and streamlines older programs into new systems / machines.
- Provides support to the Manufacturing Machine Center and assists in problems solving.
- Recommends improvements in methods and tools utilizing the latest technologies to maximize manufacturing performance.
- Lowers cycle time and reduces scrap.
- Designs new product and implements tooling and fixtures needed by Machine Center.
- Recommends inspection tools and equipment.
- Provides run time and set-up time estimates for cost accounting.
- Writes clear set up instructions for each part.
- Designs Fixtures for New Products in consultation with Design Engineers, design layout tools, gage clamps, and assembly fixturing. Provides guidance to the Experimental Machinist to facilitate fabrication.
- Provides Design Engineers with advice in designing for practical and cost-effective machining.
- Completes technical training and company orientation as required to strengthen organizational and technical knowledge.

General Responsibilities:

- Maintains the work area and equipment in a clean, orderly condition and follows prescribed safety procedures.
- This position is responsible for adherence to all safety rules and regulations
- Utilizes tools and technology provided in an effective and efficient manner
- Ensure communication with customers, suppliers, vendors, and co-workers are professional and appropriate.

Job 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 to perform the essential functions of the job.

General -

- Must be willing to work all shifts, overtime weekends and work well with others
- Fit for duty in clean and presentable manner
- Willing to attend on-going training to further professional development
- Able to travel within and outside of the continental US

Education -

- Required High school diploma or equivalent
- Preferred Associates or bachelor's degree in CAD/CAM software or related field

Experience -

- Required 5+ years' experience in manufacturing
- Experience in SolidWorks, SolidCam, and MasterCam
- Preferred experience on Okuma 5 axis machines
- Preferred knowledge of power and Oil & Gas industries

Certifications/Licenses-

- Valid Driver License
- Passport

Knowledge:

- **Clerical** — Knowledge of administrative and clerical procedures and systems such as word processing, managing files and records, transcription, designing forms, and other office procedures and terminology.
- **Computers and Electronics** — Knowledge of computer software
- **Customer and Personal Service** — Knowledge of principles and processes for providing (internal or external) customer services including customer needs assessment, meeting quality standards for service, and evaluation of customer satisfaction.
- **Education and Training** — Knowledge of principles and methods for curriculum and training design, teaching and instruction for individuals and groups, and the measurement of training effects.
- **English Language** — Knowledge of the structure and content of the English language including the meaning and spelling of words, rules of composition, and grammar.
- **Mathematics** — Knowledge of arithmetic, statistics, and their applications.

Skills:

- **Active Learning** — Understanding the implications of new information for both current and future problem-solving and decision-making.
- **Active Listening** — Giving appropriate attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times.
- **Attention to Detail** — Maintaining appropriate attention to detail based on the complexity of work performed.
- **Communication and Comprehension** — Conveying written and/or non-written information effectively; comprehending and understanding documentation and verbal or visual communications.
- **Complex Problem Solving** — Identifying complex problems and reviewing related information to develop and evaluate options and implement solutions.
- **Critical Thinking** — Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.
- **Instructing** — Teaching others how to perform tasks by selecting and using training/instructional methods and procedures appropriate for the situation when teaching new things.
- **Judgment and Decision Making** — Considering the relative costs and benefits of potential actions to choose the most appropriate one.
- **Mathematics** — Using mathematics for calculations.
- **Monitoring** — Monitoring/Assessing performance of yourself or organizations to make improvements or take corrective action.
- **Service Orientation** — Actively looking for ways to help people.
- **Time Management** — Managing one's own time.

Abilities:

- **Category Flexibility** — The ability to generate or use different sets of rules for combining or grouping things in different ways.
- **Deductive Reasoning** — The ability to apply general rules to specific problems to produce answers that make sense.
- **Fluency of Ideas** — The ability to come up with a number of ideas about a topic.
- **Inductive Reasoning** — The ability to combine pieces of information to form general rules or conclusions.
- **Information Ordering** — The ability to arrange things or actions in a certain order or pattern according to a specific rule or set of rules (e.g., patterns of numbers, letters, words, pictures, mathematical operations).
- **Mathematical Reasoning and Number Facility** — The ability to choose the right mathematical methods or formulas to solve a problem; the ability to perform calculations quickly and correctly.
- **Originality** — The ability to come up with original or novel ideas for a certain situation, or to develop creative ways to solve a problem.
- **Problem Sensitivity** — The ability to tell when something is wrong or is likely to go wrong.
- **Selective Attention** — The ability to concentrate on a task over a period of time without being distracted.

- **Speed of Closure** — The ability to quickly make sense of, combine, and organize information into meaningful patterns.
- **Time Sharing** — The ability to shift back and forth between two or more activities or sources of information

Tools/Equipment Used:

- Desktop and laptops computers
- Flash drives
- Copiers
- Scanners
- Telephones
- Various Hand Tools, both power and manual

Technology Skills:

- Basic Computer & Telephone
- Electronic mail software —Microsoft Outlook
- Office suite software —Microsoft Office 360
- Spreadsheet software —Microsoft Excel
- CAD/CAM, ESPRIT, GIBBS, NX and SolidWorks software knowledge

Physical Demands:

Per day -
 Never = 0 hours
 Rare = up to 1 hour
 Occasional = up to 3 hours
 Frequent = 3 to 6 hours
 Constant = more than 6 hours

Sitting:	Frequent	Lifting:	
Standing:	Frequent	up to 10 lbs.:	Constant
Walking:	Rare	11 to 25 lbs.:	Rare
Bending:	Rare	26 to 50lbs:	Rare
Crouching:	Rare	51 to 75 lbs.:	Rare
Stooping:	Rare	76 to 100 lbs.:	Rare
Kneeling:	Rare	100 + lbs.:	Rare
Crawling:	Rare	Carrying:	
Climbing:	Rare	up to 10 lbs.:	Occasional
Balancing:	Rare	11 to 25 lbs.:	Occasional
Running:	Never	26 to 50 lbs.:	Occasional
Twisting (neck):	Occasional	51 to 75 lbs.:	Occasional
Twisting (waist):	Occasional	76 to 100 lbs.:	Never
Jumping:	Never	100 + lbs.:	Never
Pushing/Pulling:			
Up to 10 lbs.:	Frequent		
11 to 25 lbs.:	Rare		

26 to 50 lbs.:	Rare
51 to 75 lbs.:	Rare
76 to 100 lbs.:	Never
100 + lbs.:	Never

Grasping – firm:	Frequent to Constant
Finger dexterity:	Frequent to Constant
Reaching forward:	Frequent to Constant
Pinch grasp:	Frequent to Constant
Grasp – light:	Frequent to Constant

Talking:		Hearing:	
Face to face:	Frequent to Constant	Conversation:	Frequent to Constant
Verbal contact:	Frequent to Constant	Telephone:	Frequent
Public:	Frequent to Constant		

Other Requirements:

- Perform work requiring regular contact with others and ability to relate to other people, including other employees and customers
- Understand/carry out/remember instructions and comply with work rules
- Respond appropriately to supervision
- Perform daily activities
- Perform repetitive and varied tasks
- Follow work rules, procedures and instructions.
- Arrange things or actions in a certain order or pattern in order to complete tasks in an efficient manner.

Work Environment:

Shop, field and office environment with ambient noise and temperature.

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties and responsibilities that are required of the employee for this job. Duties, responsibilities and activates may change at any time with or without notice.