**Position Description**

**Position Title: CNC Setup Operator**

**Reports to: Machining Department Manager**

**GM Quartz:**

GM Quartz is a small quartz machine and glassblowing shop located in Oakland California for more than 45 years. GM Quartz is a family business that focuses on supplying the semiconductor and other industries with specialty quartz products. We consider our employees to be part of a team and therefore we all strive to produce the highest quality products and services to our customers as well as to our team.

**Position Summary:**

As a CNC Operator/Machinist, you will produce quartz components using a computer numerical control, or CNC, machine (mill/lathe). You will be responsible for setting up, operating and implementing machine processes while maintaining company safety and quality expectations. Additionally, you’ll manage related inventory and keep accurate records of daily production while operating in a team-based environment.

**Key Responsibilities:**

Analyze and interpret all blueprints and workorders for various CNC operations and perform set ups for same.

Operate machinery in a safe and efficient manner according to Work Instructions and Standard Operating Procedures.

Maintain all cutting tools to ensure high quality output.

Analyze and measure all machine factors such as speed and coolant flow and identify and report all machine issues and/or malfunctions.

Perform visual inspections on all machined parts to ensure they meet quality expectations.

Ensure compliance to all safety procedures and report all unsafe conditions in the workcenter.

Process production inventory according to Production Control priorities.

Ensure a neat and clean work area free of clutter and unnecessary materials at all times in support of the factory’s 5S program.

Collect and upload manufacturing data into computerized management system.

**Requirements:**

Good basic computer skills

Strong knowledge of mathematics

Communication skills both written and verbal

Ability to perform tasks independently as needed

2 years minimum experience in similar position at a manufacturing facility

Ability to multi-task and shift focus as needed

Ability to read blueprints and engineering drawings

Proficient with handheld metrology tools such as pin gauges, micrometers, calipers etc.

Good understanding of Geometric Dimensioning and Tolerancing (GD&T)

Job requires high attention to detail and thorough in completing work tasks.

Ability to analyze information and use logic to address work-related issues and problems.

Must be reliable, responsible, dependable, while fulfilling obligations.

Demonstrated persistence in the face of obstacles.

Being adaptable and flexible and open to change and variety in the workplace.

Being pleasant with others on the job and displaying a good-natured, cooperative attitude as a member of a team.

Establishing and maintaining personally challenging achievement goals and exerting effort toward mastering tasks.

Technical AS degree preferred.

Experience with Hurco mills, Okuma mills, Haas machines both mill & lathe, Fanuc lathe, Prototrak lathe controls would be a plus.

Position is full time and permanent

Send resume to deborah@gm-quartz.com