**CNC Set-up Operator** A picture containing text, clipart

Description automatically generated

***Looking for a career with a future?***

GM Quartz is a quartz machining and glassblowing shop located in Oakland, California. With a strong history of success and unwavering commitment to excellence, we have been in business for nearly 50 years! Admittedly, we could not have achieved our success without a devoted team of employees. We are a family-owned, women-owned business. Being family, our employees are also like family, allowed opportunities to grow and excel to their fullest potential. If you are looking for a home where you can make the most of your skills and expertise, we highly encourage you to apply today!

Location: Oakland, California Schedule: Full-time, M-F

**Job Description**

* Work as a skilled maintenance and repair technician, troubleshooting, maintaining, repairing, upgrading and installing various complex and basic machinery
* Per an established preventative maintenance program, ensure that manufacturing equipment is being properly maintained
* Analyze maintenance information and needs in order to perform repairs, modifications, and other adjustments determined by departmental managers per production requirements
* Utilize internal software program to monitor and manage departmental maintenance program
* Generate work orders based on preventative maintenance schedule and instructions from Manufacturing Manager and other supervisors and managers
* Work quickly and efficiently to prioritize, respond, and remedy issues, and communicate timeline and issues with internal customers
* Adhere to all ISO safety procedures and protocols
* Ensure all assets are clearly and properly labeled
* Must be able to assess and compile materials list to complete work orders and assigned tasks
* Update AMMS, and work from AMMS maintenance schedules, as needed

**Requirements**

* 5 years minimum experience in similar manufacturing facility
* Must be a self-starter, working independently with minimal supervision
* Possess professional demeanor
* Good basic computer skills
* Confidence to make calls or reference manufacturer manuals, when needed
* Ability to work in a fast-paced environment while multi-tasking
* Work well under pressure
* Good communication skills
* Detail-oriented and organized
* Must be reliable and responsible
* Good-natured, cooperative attitude

**Physical Requirements**

* Ability to stand, stoop, bend, twist and maintain a stationary position for prolonged periods of time
* Complete repetitive movements with hands, arms, wrists, shoulders, as necessary
* Must be able to work in industrial environment with no climate control
* Be exposed to sounds or noise levels that may be uncomfortable
* Lift, move, or transport items up to 50 pounds
* Ascend and descend stairs and ladders
* Specific visual abilities to examine parts and machinery
* Wear protective clothing
* Ability to work around dust, chemicals, and other substances

**Employee Benefits**

* Management training opportunities
* Generous employee compensation & benefits packages
* Significant 401K profit-sharing program