



## Job Description: CNC Laser Operator

### **Classification**

Nonexempt

### **Salary Range**

As posted

### **Reports to**

Shop Manager

### **JOB DESCRIPTION**

#### **Summary**

Under the supervision of the Shop Manager, this position primarily operates and maintains the CO2 Engraving and Cutting Lasers and related tools and equipment. This position may also perform other production activities, including but not limited to supporting the production team by assembling parts, operating machinery, and fabrication of plastic products, as well as cleaning and maintaining equipment and the shop floor.

This position may also be required to perform the functions of the Machine Shop Helper job description as needed.

#### **Essential Functions**

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Operate the CNC laser engraving and cutting machines and other machinery used in the production process, or assist other machine operators.
2. Select and set up lenses based on material type and thickness, load programs, set machine parameters and proper fixtures to ensure optimal performance of the equipment.
3. Establish proper stop location, adjust laser beam focal point.
4. Create and edit laser cut files from CAD drawings in various formats using Corel Draw or Adobe Illustrator; prepare, lay out and array parts from the cut files in the laser software for optimal engraving and cutting speeds and yield.
5. Manage and maintain files to ensure matching revision levels at all times.
6. Monitor fill level of chiller system and process gases, and report reordering levels.
7. Provide a great level of attention to detail and focus on the given task.
8. Perform prescribed preventative maintenance on machines and equipment as required.
9. Perform all dimensional inspections.
10. Detect and report defective materials or questionable conditions.
11. Performs typical machine shop operations to support the production and fabrication of plastic parts.

12. Must be familiar with the basic machine functions in order to perform the tasks stated above.
13. Must be willing to accept and receive supervision and assistance with regard to machine set-up.
14. Must be able to operate with minimal supervision once trained by following work instructions and Standard Operating Procedures.
15. Wear proper safety equipment and comply with company safety rules at all times.
16. Make a positive contribution to maintaining a workplace that is healthy, safe, neat and tidy.

## **Competencies**

1. Initiative.
2. Thoroughness.
3. Manufacturing mindset of urgency and quality.
4. Time Management.
5. Communication Proficiency.
6. Ability to use hand tools.
7. Flexibility, dependability, and attention to detail.
8. Work in a fast paced environment with fast changing priorities.

## **Supervisory Responsibility**

This position has no supervisory responsibilities.

## **Work Environment**

While performing the duties of this job, the employee may be exposed to fumes, vapors, or airborne particles, moving mechanical parts and vibration. The noise level in the work environment can be loud.

## **Physical Demands**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is occasionally required to sit; climb or balance; and stoop, kneel, crouch or crawl. The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 50 pounds or more. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

## **Position Type and Expected Hours of Work**

Days and hours of work depend on part-time or full-time status, but are generally Monday through Friday during business hours of 7:00am-3:30pm.

## **Travel**

No travel is expected for this position.

## **Required Education and Experience**

1. High school diploma or GED, or equivalent years of experience.
2. One year of related shop experience operating and maintaining CO2 lasers.
3. One year of experience using the Corel Draw or Adobe Illustrator vector graphics editing software
4. Training in general safety awareness and practices.
5. Ability to read and interpret blueprints.
6. Ability to use/read tape measures. Working knowledge of using calipers & micrometers a plus.
7. Ability to read and write English, comprehend and follow verbal and written instructions.

8. Proficient using a PC in a Windows environment.
9. Simple shop math.

### **Preferred Education and Experience**

1. Experience using Kern CO2 Lasers is a plus.
2. Two or more year of related shop experience, preferably in a plastic fabrication environment.
3. Experience with 2D/3D CAM/CAD software and Graphics Design software a plus.
4. Experience using Manufacturing software for scheduling, routing and processing functions.
5. Quality system awareness.
6. Some experience with Microsoft Outlook, Word & Excel, and label printing software.

### **Additional Eligibility Qualifications**

None required for this position.

### **Other Duties**

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