

## CNC MAINTENANCE JOB DESCRIPTIONS

<b>Job title</b>	<i>CNC Maintenance Technician</i>	<b>FLSA: Non-Exempt Classification: n/a</b>
<b>Reports to</b>	<i>Vice President, CNC Operations</i>	<b>Department: CNC JD Reviewed: 11/13/23</b>

### Jobs purpose

The CNC Maintenance team is responsible for overseeing all departmental maintenance related activities which includes machine cleaning, PM schedules, troubleshooting machine alarms/issues, overall shop cleanliness.

Follow PPE requirements as prescribed in the Assessment Form attached to this job description.

**Adheres to CWM's Cultural Pillars (Maintain a positive attitude; Show respect for others; Meet commitments; Maintain transparency; Do not cater to rank)**

### *CNC Maintenance Technician*

1. Oversees and executes preventive maintenance schedule.
2. Maintains all CNC equipment to optimize machine uptime.
3. Provides general maintenance support throughout the department.
4. Coordinates ordering of coolant and machine oils with the purchasing team.
5. Directs CNC Janitor in their daily activities.
6. Oversees all outside service contractors ensuring that they follow all CWM safety policies.
7. Assists production team in making sure all workstations have the necessary tools for each machine.
8. Operates a CNC machine as needed.
9. Performs safety checklist, maintains waste log, and completes SPCC form.

### Additional Responsibilities

1. Keeps work area clean and free of safety hazards.
2. Reports any near misses or safety hazards immediately to management.
3. Performs other duties as assigned.

### Education, Experience and Competencies

1. High school diploma or GED.
2. Good written, verbal, math, interpersonal skills and computer literate.
3. Able to work in relatively warm areas and work flexible schedules.
4. Understands Quality, Environmental and Safety Policies.

**Wage Range:** \$22.00 - \$26.00+

