



Job Description

Job Title: Entry-Level CNC Setup Machinist – Mill/Lathe

Division: USA

Reports To: Manufacturing Manager

Location: Kansas City

Status: Non-Exempt

Department: Manufacturing

Job Summary

Entry-Level CNC Machinist – Mill / Lathe is responsible for operating CNC vertical mills and/or lathes to produce precision parts in accordance with engineering drawings, specifications, and quality standards. This position is designed for an individual looking to develop a career in CNC machining and will receive hands-on training in machine operation, tooling, setups, offsets, part inspection, and troubleshooting. As skills and experience develop, the machinist will progress toward independently setting up machines, making program adjustments, and programming CNC equipment. The ideal candidate is mechanically inclined, detail-oriented, safety-conscious, and eager to learn and grow within a manufacturing environment.

Normal business hours are 7:00 a.m. to 3:30 p.m. (30 min lunch) Monday – Friday. Some Saturdays may be required (workload dependent).

Essential Duties & Responsibilities

- Operate CNC vertical mills and/or CNC lathes to produce parts according to drawings, specifications, and work instructions.
- Load and unload raw materials, workpieces, fixtures, and finished parts.
- Follow established CNC programs, setup sheets, tooling instructions, and standard operating procedures.
- Perform basic machine setups and changeovers under the guidance of an experienced machinist.
- Install and change cutting tools, inserts, work holding devices, and fixtures as required.
- Set and adjust basic machine offsets, including tool and work offsets, with appropriate training and supervision.
- Read and interpret basic engineering drawings, blueprints, dimensions, tolerances, and machining symbols.
- Inspect finished parts using measuring equipment such as calipers, micrometers, gauges, and other inspection tools.
- Verify that parts meet dimensional and quality requirements and report nonconforming parts or machining issues.



- Monitor machines during operation and make approved adjustments to maintain part quality and production requirements.
- Identify worn or damaged tooling and assist with troubleshooting basic machining problems.
- Perform routine machine cleaning and basic preventative maintenance, including checking coolants and lubrication levels.
- Maintain a clean, organized, and safe work area in accordance with company safety procedures.
- Accurately complete production, inspection, quality, and other required documentation.
- Follow all applicable safety, quality, and manufacturing procedures.
- Work with experienced machinists, programmers, engineering, and production personnel to resolve manufacturing issues.
- Develop proficiency in CNC machining principles, setups, tooling, speeds and feeds, and machining processes.
- Learn basic CNC programming, program editing, and G-code as skills and experience progress.
- Assist with continuous improvement efforts related to machining processes, quality, tooling, setup time, and productivity.
- Perform other related duties as assigned.

Qualifications

Required Qualifications

- High school diploma or GED/equivalent.
- Basic mechanical aptitude and interest in machining or manufacturing.
- Ability to read and understand basic measurements, work instructions, and technical information.
- Basic math skills, including addition, subtraction, multiplication, division, fractions, and decimals.
- Ability to learn to read engineering drawings, blueprints, dimensions, and tolerances.
- Ability or willingness to learn to use precision measuring instruments, including calipers and micrometers.
- Basic computer skills and ability to learn CNC machine controls and related software.
- Strong attention to detail and commitment to producing quality work.
- Ability to follow written and verbal instructions and established safety procedures.
- Good problem-solving skills and willingness to ask questions and learn from experienced machinists.
- Ability to work independently as skills develop and effectively as part of a manufacturing team.



- Dependable attendance and ability to work assigned schedules.

Preferred Qualifications

- Previous experience in manufacturing, machining, fabrication, automotive, maintenance, or mechanical environment.
- Vocational, technical school, apprenticeship, or coursework related to CNC machining, machine tool technology, or manufacturing.
- Familiarity with CNC vertical mills and/or CNC lathes.
- Experience reading blueprints or engineering drawings.
- Experience using calipers, micrometers, gauges, or other precision measuring equipment.
- Basic knowledge of cutting tools, work holding, speeds and feeds, or machining processes.
- Exposure to G-code, CNC programming, or CAD/CAM software is a plus but not required.

Education/Experience:

Must have the ability to respond and adjust to changing or new situations environments and maintain professionalism in dealing with co-workers.

Language Ability:

Ability to read and interpret documents such as mechanical drawings, safety rules, operating and maintenance instructions, and procedural manuals.

Math Ability:

Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

Computer Skills:

To perform this job successfully, you must be able to operate a computer to log information into an ERP system.

Work Environment:

The work environment characteristics described here are representative of those associate encounters while performing the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

Typical machine shops, production environment and working near moving mechanical parts. 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 associate to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

The associate must regularly lift and /or move up to 50 pounds. Specific vision abilities required by this job include Close vision, Distance vision, Peripheral vision, Depth perception and Ability to adjust focus. While performing the duties of this Job, the associate is regularly required to stand; walk; use hands to finger, handle, or feel; reach with hands and arms; stoop, kneel, crouch, or crawl and talk or hear. The associate is frequently required to climb or balance. The associate is occasionally required to sit.

Behavior Standard:

Maintain a positive work atmosphere by acting and communicating in a respectful manner so that associates get along with customers, clients, co-workers and management.

I have read and understand this job description.

EMPLOYEE'S SIGNATURE: _____ **DATE:** _____

SUPERVISOR'S SIGNATURE: _____ **DATE:** _____