

# HIX CORPORATION

Job Description Form



## Hix Corporation -CNC Operator

Reports to – Assistant Production Manager

FLSA: Full Time – Non-exempt

Hours: 40 per week

Shift: 6am – 3pm Monday – Thursday

6am – 12pm Friday

Occasional Overtime Required No Travel Expected

## Descriptive Summary

This position primarily operates, sets up and maintains the CNC mills/lathes. This position may also perform other production activities, including but not limited to supporting the production team by assembling parts, operating machinery, fabrication, and operating a forklift as well as cleaning and maintaining equipment and the shop floor.

## Essential Duties and Responsibilities:

To perform this job successfully, an individual must be able to perform the essential duties and responsibilities of the job with or without reasonable accommodation. Duties and responsibilities may change at any time with or without notice.

- Operate the CNC Mill and / or Lathe used in the production process.
- Set up the machine, load programs and proper fixtures to ensure optimal performance of the equipment.
- Monitor fill level of fluids and refill as needed.
- Provide a great level of attention to detail and focus on the given task.
- Perform prescribed preventative maintenance on machines and equipment as required.
- Perform all dimensional inspections.
- Detect and report defective materials or questionable conditions.
- Perform typical machine shop operations to support the production and fabrication of metal parts.
- Wear proper safety equipment and comply with company safety rules always.
- Ability to read mic's and calipers.
- Daily contribution as a team member is expected with regular attendance and punctuality.
- Other duties as assigned.

## Mission and Vision Competencies and Skills

Mission and Vision: Hix Corporation is dedicated to innovative manufacturing of the highest quality equipment and products, serving the worldwide graphics imaging, commercial food, and industrial oven industries: cultivating a rewarding partnership with customers, employees, and suppliers.

- **Pride:** take pride in yourself, in others and in Hix Corporation.
- **People:** treat people fair and be socially responsible. Everyone matters.
- **Partnership:** Respect and value relationships with customers, suppliers, and co-workers. Team attitude is crucial. Value open and candid communication to foster an atmosphere of success.
- **Quality:** Quality by design in our products and the work we do to exceed customer expectations. We value the quality of our environment and will maintain its cleanliness and safety.
- **Integrity:** Committed to the highest level of ethical conduct. Strive to succeed in developing safe products, great environment, equal employment practices and compliance with all laws.



# HIX CORPORATION

## Job Description Form

- **Mathematical Skills:** Ability to add, subtract, multiply and divide two-digit numbers.
- **Language Skills:** Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write simple correspondence. Ability to effectively present information in one-on-one and small group situations to customers, clients, and other employees of the organization.
- **Computer Skills:** Proficient using a PC and experience with Microsoft Word, Outlook & Excel.

### Physical Demands/Work Environment

- Regularly stand and reach with hands and arms.
- Occasional required to sit, climb, balance, stoop, kneel, or crouch.
- Frequently lift or move up to 20lbs.
- Occasionally lift or move up to 50lbs.
- Regularly exposed to fumes or airborne particles.
- The noise level is usually moderate.
- Exposed to moving mechanical parts and vibrations.

### Education/Experience

- High School diploma or equivalent
- One-year related experience or training operating CNC Mill/Lathe
- Equivalent combination of education, experience, and training.

### EEO

- Hix Corporation is an Equal Opportunity Employer.

I understand and agree to the duties and expectations of my role as outlined in this job description. I can perform the essential function of the job with or without reasonable accommodations.

\_\_\_\_\_  
Employee Name

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

Job Description: CNC Operator

Revision Date: 03/2020

HR Authorized Work Code: 3548

Job Code: 7-1000

EEO: OP 51-4081 8220