

Job Title: CNC CODER

Reports to: Engineering Manager

Indirectly Reports to: None

Direct Reports: None

Indirect Reports: Machine Operators

Classification: hourly

Summary/Objective: The CNC Coder is accountable for the accurate programming, set up and operation of the CNC machines to create custom parts.

Main Responsibilities:

- Read, understand and interpret architectural drawings, blueprints and specifications along with material requirements to ensure the correct data programming of the CNC machines
- Calculate dimensions, tool selection, machine speeds and feed rates
- Create CNC programs
- Determine the sequence of machine operations, select proper cutting tools needed to machine workpieces into the desired shapes
- Build process sheets for material flow
- Set up CNC equipment to perform the task at hand, setting up work holding fixtures, setting/installing/calibrating tools, set work offsets
- Observe machines on trial runs or conduct computer simulations to ensure that programs and machinery will function properly to produce specified items
- Execute millwork jobs utilizing the CNC machine
- Verify dimensions of parts and tools using precision measuring instruments
- Review rough sketches in partnership with the engineering team
- Participate in design meetings and identify operational issues as required
- Create, monitor and maintain a well kept, organized and safe work environment while promoting, complying with and enforcing adherence to health and safety rules, regulations, procedures and policies
- Train and mentor lesser skilled employees as directed
- Ensure and constantly improve the safety, morale, quality and profitability of our operations through the ongoing implementation of effective methods and strategies
- Communicate and uphold company policies and procedures
- Maintain a high level of confidentiality at all times

Competencies:

- Extreme attention to detail
- Strong organization and prioritization skills

- Aptitude for problem solving
- Excellent time-management and multi-tasking skills
- Effective written and oral communication skills to interact with, instruct and inform others
- Proactive approach with demonstrated initiative and ability to be flexible
- Ability to take direction and work independently with minimal supervision and as part of a team to coordinate simultaneous projects
- Fluidity to work with projects based on the imperial system of measurement
- Enthusiasm and willingness to learn

Requirements (education/certifications/licences/passport/clean drivers abstract):

- 2 years experience as a CNC Programmer
- Post Secondary technical certificate or diploma
- An equivalent combination of education and experience will be considered
- Proficiency reading and interpreting architectural/engineering plans, drawings and specifications
- Working knowledge of Microvellum, AlphaCAM, MasterCAM or other CNC programming software would be considered an asset
- Experience in construction and millwork related fields would be considered an asset
- Knowledge of basic machining practices and materials would be considered an asset

Working Conditions: Office environment, millwork shop floor, machine operation

Travel Requirements: Travel is not associated with this position

Disclaimer: The duties and responsibilities described are not a comprehensive list. Additional tasks may be assigned from time to time or the scope of the job may change as necessitated by business needs.

Review Date: March 29, 2021