



Summary

Job Title

Machining & Fabrication Specialist

Department

Fabrication

The **Machining & Fabrication Specialist** position is responsible for safely and efficiently programming, setting up, and operating CNC mills and assisting with other programming and parts machining. AirCorps has specific emphasis on low volume fabrication using 3- and 4-axis mills and CNC lathes with live tooling using Camworks software. This position also involves sheet metal fabrication using sheet metal shears, press brakes, heat treating, and hand-forming techniques.

Key expectations include producing high quality results according to work instructions, meeting daily production schedules, demonstrating strong knowledge of production processes, preventative equipment maintenance, shop organization, safety, and continuous improvement.

Reports To: VP of Fabrication

Key Responsibilities

RESULTS

Work Quality

20%

- Works efficiently and independently with minimal supervision
- Works at a reasonable pace and within defined quality standards to ensure timely completion
- Accurately interprets work orders to select the correct materials and perform equipment set-up/programming
- Proactively identifies defects or equipment issues to minimize scrap materials and rework of parts
- Performs first-article and random inspections of completed work according to quality standards

Throughput

20%

- Completes all assigned tasks according to team production schedule
- Identifies the most efficient way to safely complete scheduled assignments
- Displays reliable attendance and schedules time-off with advance notice

Job Knowledge **20%**

- Seeks out opportunities to build new skills and develop work quality
- Seeks out and uses technical resources in the appropriate format
- Proficient at all aspects of operating relevant equipment, including advanced set-up, programming, and efficiently transitioning between orders
- Takes good care of the equipment under their responsibility and performs preventative maintenance according to schedule
- Cross-trains to skillfully operate a variety of production equipment, cranes, and forklifts

Safety & Organization **15%**

- Always correctly uses the proper personal protective equipment
- Maintains safe work habits and performs required safety training according to company procedures
- Aware of safety sensitive nature of our work and surroundings and actively contributes to avoiding potential hazards or dangerous situations for self and others
- Maintains safe, clean, and orderly conditions in assigned work area
- Organizes all tools, fixtures, and equipment for easy accessibility to maximize efficiency

Systems Knowledge **15%**

- Tracks time appropriately in Harvest and adds detailed descriptions
- Proficiently uses systems to communicate project needs with other team members, maintain relevant compliance data, and monitor task completions
- Navigates AirCorps' online and physical libraries to access part drawings, manuals, and other resources

Continuous Improvement **10%**

- Identifies and suggests ways for the company to improve the efficiency and quality of production
- Effectively assists with implementing and supporting improvements and change efforts

Total **100%**

CORE VALUES

Teamwork **20%**

- Places the importance of the team's common goals above their individual achievement
- Contributes to an environment of free flowing communication that helps us collaborate
- Works well with others and supports the people on their team

Integrity **20%**

- Does the right thing, even when no one is looking
- Honors commitments and accepts responsibility for their actions
- Demonstrates personal accountability to co-workers by fulfilling their role on the team

Excitement **20%**

- Displays energy, passion, and enthusiasm for their work
- Shows a strong desire to learn new things and improve their professional skill set
- Seeks out and uses new technology or ideas to improve the effectiveness of their work

Stewardship **20%**

- Embraces a responsibility to preserve history, honor veterans, and serve our community
- Completes work in a responsive manner to ensure our customers receive reliable and dependable services
- Focuses on customer-oriented actions that will build strong, long-term relationships

Quality

20%

- Does their part to maintain world class craftsmanship and service for our customers
- Does not cut corners or take shortcuts; completes the job right the first time
- Takes pride in their work and holds themselves to a very high standard of performance

Total

100%

Requirements

Skills & Responsibilities:

- Accurately use and read precision measuring devices (calipers, micrometers, etc.)
- Ability to solve practical problems and make decisions within a set of guidelines
- Ability to read and understand required internal manufacturing paperwork
- Effective and appropriate oral and written communication skills, including legible handwriting in English
- Work with others as part of a high performance team
- Adapt to changing work priorities
- Able to work under limited supervision using standardized practices and/or procedures
- Accept and apply on the job training to advance professional skill level
- Enjoy working on challenging projects on a daily basis

Essential Functions:

- Employ safe work procedures and wear all required PPE
- Promptly report all injuries and unsafe conditions
- Report for regular and on-time attendance for full scheduled work shift
- Maintain a favorable working relationship with coworkers to promote a cooperative climate conducive to maximum productivity, efficiency, and effectiveness
- Participate and support Continuous Improvement initiatives
- Communicate relevant information and concerns positively and effectively to others in a timely manner
- Perform work at the appropriate pace to maintain quality and productivity requirements
- Write and optimize CNC programs to create parts on 3- and 4- axis machining centers using CamWorks
- Develop work holding and select cutting tools based on part feature and material requirements
- Create and compile necessary documents and work procedures to aid in machine set up and operation
- Verify the availability of the tooling needed to run parts associated with the programs
- Have knowledge of complex sheet metal forming
- Operate CNC press brake, sheet metal shears, slip roll, and other miscellaneous sheet metal forming tools
- Operate sheet metal stretcher table

Preferred Experience:

- 3 years CNC machining
- 3 years CNC programming