



McElroy Manufacturing, Inc.

The leader by design.

P.O. Box 580550 • Tulsa, OK 74158-0550 • (918)836-8611

**CNC MACHINE OPERATOR**

Hourly/Non-Exempt

Pay Range \$13.00 to \$17.00 (depending on skills and experience)

Regular work hours 7:00am – 3:30pm

**Reports to:**

CNC Machining Lead

**Primary Responsibilities:**

Provide timely manufacture of all assigned parts at the lowest cost, consistent with the company quality definitions.

**Secondary Responsibilities:**

Ensure timely and effective communication and coordination with other departments within the company.

**General Job Requirements:**

High school diploma or GED required.

Own or be willing to purchase the minimum set of tools required for job performance and a locking toolbox.

PC experience and training required such that the Basic level of skill can be demonstrated in Microsoft Word and Excel.

Effective verbal communication skills.

Ability and willingness to work flexible hours and over time on an as - needed basis, involving extra hours during the week, Saturdays, and occasionally Sundays and Holidays.

**Skill Requirements:**

Level II – Pay range 9.18 - 12.239 – Level II CNC machine operators must possess general job requirements above and must demonstrate all required Level II skills.

Know MMI job numbers and status.
Read policies and procedures.
Know and apply MMI safety policies and procedures.
Know and apply MMI lockout-tagout procedure.
Know and apply MMI PPE policy.
Demonstrate the ability to operate overhead crane.
Know and use MMI McFlow Trigger Card system.
Read and follow instructions from MMI Job and Tool sheets.
Recognize parts, tools, and fixtures for job.
Know locations where fixtures, parts, and tools are placed on machine.
Ability to place and secure parts, fixtures, and tools onto machine with assistance.

Use micrometers, machinist's scales, protractors, and calipers to measure.
Read blueprint and identify specifications/measurements for part.
Read & key commands, numbers & codes into controller program language w/ assistance.
Read and adjust machine gauges with assistance.
Know machine operations and operate CNC 2 Axis Lathe or CNC 3 Axis Mill with assistance.
Listen and watch machine for safe and proper operation.
Attend to detail.
Analyze and compare measurements of first article to blueprint/job specifications.
Recognize different metals with assistance.
Operate belt grinder and deburr part(s).
Meet MMI time standards for job within 15 minutes.
Meet job tolerances within .010.

**Level III – Pay range 11.940 – 14.160 – Level III CNC machine operators must possess general job requirements above and must demonstrate all required Level II, and Level III skills.**

Perform all the steps in set-up process for job.
Troubleshoot and resolve mechanical operation problems.
Know the metal property of parts and identify different metals.
Demonstrate a task to help someone learn a task.
Communicate instructions to help someone learn a task.
Know and use at least two controller program languages.
Troubleshoot and resolve problems in at least two different controller languages.
Operate both CNC 2 Axis Lathes and CNC 3 Axis Mills.
Read and key in commands, codes and data in the AS400 (#, or specific) program screens.
Meet MMI time standards for job within 10 minutes.
Meet job tolerances for job within .005".
Know how to machine most of the different parts completed in the CNC area.

**Level IV – Pay Range 13.822 – 17.22 – Level IV CNC machine operators must possess all general job requirements and all required skills for Levels II, III, and IV.**

Know and use three computer control programs--Mazatrol, EIA, Fanuc programs.
Troubleshoot and resolve problems in three computer control programs.
Troubleshoot and resolve mechanical problems in three or more CNC machines.
Know the properties of exotic metals and identify exotic metals.
Meet MMI time standards for the job within 10 minutes.
Meet MMI tolerances for the job within .0005".
Know how to machine MMI most difficult parts completed in the CNC area.
Know and use the AS400 system.

**Contact Information**

**Email – [jobs@mcelroy.com](mailto:jobs@mcelroy.com)**

**Fax – (918) 831-9345**

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