Swiss Automation Inc.

Job Title:	CNC Apprentice
Job Function:	Production
Reports to:	QC Manager/Plant Supervisor
Location:	Barrington, IL/Cary, IL
Working hours:	1st shift: 7:00AM- 3:30PM/2nd shift: 3:00PM-11:30PM
FLSA:	Non-Exempt

Position Summary: The CNC Apprentice works in a production CNC environment with the expectation of manufacturing machined components to meet customer specifications. This is an entry level position where job skills and responsibilities are learned throughout Swiss Automation's Training Program.

Essential Duties & Responsibilities:

- Learn how to produce custom precision parts by operating Multi-axis CNC Swiss style machines (Citizen, Tornos, Deco, or Star).
- Interpret blueprints and use precision measuring instruments.
- Safely operate up to 5 CNC machines and bar feeders.
- Dimensionally and visually inspect product while running CNC equipment.
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- Learn how to change tools, sharpen tools, make tools, offset adjustments, and verify product conformance to blueprint and job specifications.
- Check material to ensure correct material is used per blueprint and job specifications.
- Maintain equipment fluid levels as outlined by company preventative maintenance requirements.
- Maintain a clean and safe workstation.
- Communicate with set-up person, supervisors, foreman, and other shifts regarding the quality and job status.
- Verify machine cycle time speak with set-up person if router cycle time cannot be met.
- Document production and in-process inspection records as required.
- Learn how to address issues in a positive manner.
- Performs other work-related activities as assigned by the line supervisor, manager, or foreman.

Physical Requirements

- Requires visual acuity (corrected) to read directions, interpret blueprints, and to inspect precision machined parts closely to ensure that they meet specifications.
- Manual dexterity sufficient to operate machinery for precision work.
- Physical ability to work requiring continuous standing, bending, twisting, and stooping the entire shift.
- Physical strength to lift and carry up to 50lbs. frequently throughout the day.

Education and Experience Requirements

- Possess mathematical abilities, verbal/written communication.
- Ability to learn how to read and understand blueprints.
- Ability to learn how to accurately use precision gages and visual accuracy.
- Possess a strong desire to learn how to produce precision work in a production environment.

- Strong teamwork and communication skills.
- Ability to multitask.
- Attention for details.
- Can-do attitude.
- Good attendance and performance work history.
- Must be eligible to work in the United States.

Direct Reports

- N/A

Training Sheet

- Refer to Training Matrix

Issue Date

- 01/14/2025

Last Revision Date

- 01/14/2025