



**JOYCE/DAYTON CORP.**  
**Job Description**

**Position Title:** General Machinist - CNC Operator – Mill & Lathe

**Reports To:** Manufacturing Manager

---

**Qualifications:**

- Basic programming knowledge and or experience.
- Sound mechanical aptitude with hands on skills.
- Minimum of a high school degree and or related experience commensurate with position responsibilities.
- Strong written and verbal communication skills.
- Basic understanding of equipment and processes in area of responsibility.
- Effective people skills.
- Minimum Requirements:
  - Ability to read precision measuring equipment.
  - Own basic tools.
  - Basic blue print reading skills.
  - Basic product knowledge.
  - Capable of understanding and following routing information.
  - Basic set-up capabilities.
  - Basic tooling knowledge.
  - Basic understanding of feeds and speeds.
  - Minimum of 2 years proven experience.
  - Minimal layout capabilities.
  - Some fixturing knowledge.
  - Very minimal direction required.
  - Technical training as required.

**General Responsibilities:**

- 3-5 years of related CNC operating and setup experience preferred.
- Coordinate efforts to safely and efficiently produce product that meets all quality parameters.
- Maintain and set-up various jobs on CNC Mills/Lathes.

**JOYCE/DAYTON CORP. 1621 N. MERIDIAN ST, PORTLAND, IN 47371**  
**PHONE 260-726-9361 FAX 260-726-7993**

### **Specific Responsibilities:**

- Demonstrate a thorough understanding of tooling and fixtures for a large variety of work arrangements.
- Capable of identifying and communicating recommendations for product and productivity enhancements (lean initiatives).
- Work in team environment with material schedulers to support customer needs.
- Demonstrate a sound level of programming knowledge.
- Demonstrate the ability to modify programs to support changes in materials and or scheduling revisions.
- Demonstrate effective blue print reading skills.
- Possess effective measuring equipment utilization skills.
- Maintain compliance with company policy, safety and good housekeeping practices.
- Able to work closely in a teamwork environment.
- Able to prioritize work in an efficient and productive manner.
- Responsible for basic up keep and cleanliness of machines and area.
- Ability to trouble shoot machines as needed.
- Demonstrated willingness and ability associated with being a self-starter.
- Ability to motivate co-workers for continuous quality improvement.
- Ability to keep scrap and rework at minimal levels as defined.
- Overhead crane experience.
- Fork truck experience.
- Meet physical requirements.
- Additional duties as assigned.