
Auburn University Job Description

Job Title:	CNC Machinist	Level I	Grade 30 \$28,000 - \$46,700
Job Code:	NB69	Level II	Grade 31 \$31,300 - \$52,100
FLSA status:	Non-exempt		

Job Summary

Provides advanced level, semiprofessional technical work to correctly control computer numerical control (CNC) machine operation.

Essential Functions

1. Writes code instructions sufficient to correctly control CNC machine to produce desired product beginning with machine drawings, to include operating machine to produce the desired end product.
2. Edits design program outputs for input into machine to produce desired product.
3. Instructs students and others in the operation and use of complex shop/laboratory equipment, and also demonstrates and describes safe operating practices and rules for the shop/laboratory.
4. May be required to operate computerized shop/ laboratory equipment and to operate a computer work station to maintain a database and generate reports.
5. May assist students with set-up, operation, observation and data interpretation for individual experiments/projects.
6. May be required to prepare materials requirement lists; order materials, supplies and equipment; maintain custody and accounting records for materials, supplies and property; and prepare/process necessary paperwork related to custody, cost accounting and security.

Supervisory Responsibility

May be responsible for training, assisting or assigning tasks to others. May provide input to performance reviews of other employees.

The above essential functions are representative of major duties of positions in this job classification. Specific duties and responsibilities may vary based upon departmental needs. Other duties may be assigned similar to the above consistent with the knowledge, skills and abilities required for the job. Not all of the duties may be assigned to a position.

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Job Family Levels

Level	Responsibility	Knowledge	Education and Experience*
I	Duties and tasks are standardized. Performs some more advanced tasks as part of training and development. Resolves routine problems and refers more complex issues to higher levels.	Works under direct supervision and selects from a variety of established procedures to accomplish assigned tasks.	Applies basic skills and learns advanced skills in procedures, techniques, tools, materials and/or equipment appropriate to area of specialization. Equivalent to an apprentice level in area of specialization. High school diploma or equivalent.
II	Duties and tasks are varied and complex. Resolves most questions and problems and refers only the most complex issues to higher levels.	Works under minimal supervision. May periodically assist in orientation, training, assigning and checking the work of lower level employees or be designated as lead worker.	Applies advanced skills in area of specialization. Adapts procedures, techniques, tools, materials and/or equipment to meet special needs. Equivalent to Journey and/or lead level in area of specialization. High school diploma or equivalent plus 4 years experience in area of specialization.

* See the "Minimum Required Education and Experience" section of the job description for any substitutions that may be allowed for education and experience.

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Minimum Required Education and Experience

- Level I** Applies basic skills and learns advanced skills in procedures, techniques, tools, materials and/or equipment appropriate to area of specialization. Equivalent to an apprentice level in area of specialization. High school diploma or equivalent.
- Level II** Applies advanced skills in area of specialization. Adapts procedures, techniques, tools, materials and/or equipment to meet special needs. Equivalent to Journey and/or lead level in area of specialization. High school diploma or equivalent plus 4 years experience in area of specialization.

Focus of Education

High School Diploma or equivalent

Focus of Experience

Experience in machine shop techniques

Substitutions allowed for Education:

Indicated education is required; no substitutions allowed.

Substitutions allowed for Experience:

When a candidate has the required education, but lacks the required experience, they may normally apply additional appropriate education toward the experience requirement, at a rate of one (1) year relevant education per year of required experience.

Minimum Required Knowledge

Certification or Licensure Requirements:

None Required.

Physical Requirements/ADA

Occasional and/or light lifting required. Limited exposure to elements such as heat, cold, noise, dust, dirt, chemicals, etc., but none to the point of being disagreeable. May involve minor safety hazards where likely result would be cuts, bruises, etc.

Routine deadlines; usually sufficient lead time; variance in work volume seasonal and predictable; priorities can be anticipated; some interruptions are present; involves occasional exposure to demands and pressures from persons other than immediate supervisor.

Job frequently requires standing, reaching, hearing, handling objects with hands, and lifting up to 10 pounds.

Job occasionally requires walking, sitting, stooping/kneeling/crouching/crawling, talking, and lifting up to 50 pounds.

Vision requirements: Ability to see information in print and/or electronically.

Date: 9/27/2010
