



Primary Function

CAD-CNC programmer and operator uses customer approved project drawings to program and operate CNC routers to finish materials to specifications of the project.

This position is responsible for ensuring that the projects that are entered into the system for production are completed on time, and exactly as approved, to the standards that the Company maintains and that all communications necessary to deliver on this goal are executed in a timely and professional manner.

Major Responsibilities

1. Holds responsibility for success of projects assigned.
2. Manages Post-production wrap-up.
3. Assists with project documentation and process documentation and improvement.
4. Manages tools and supplies inventory and assists with equipment and facility maintenance.
5. Follows and ensures compliance with safety practices.

Skills & Experience

- Proactive, flexible, team player who is comfortable working in a small company environment taking on a leadership role.
- Forward looking, able to see the problem well in advance, having a solution in place before a crisis.
- Highly motivated, self-starter and mechanically inclined.
- Organized, with excellent time management skills and able to work independently and multi-task in a fast-paced environment.
- Good verbal and written communication skills are a must.
- Able to read and interpret plans, details and specifications and use two-dimensional data to visualize in three dimensions. Has an understanding of metric/standard conversion
- Proficient in AutoCAD and holds a CAD Related Technical School Degree and 1-2 Years' experience with CNC machine operation. Associates Degree in Quality, Manufacturing, Engineering, are a plus.
- Experience and/or training in wood-working, fabricating materials, detailing, finishing, installing (cabinets/fixtures/counter-tops etc.), or related disciplines is preferred and will be helpful with job duties.
- Able to reliably and consistently work at least 40 hours a week and occasional weekend shifts as required.
- Job duties will require spending long hours standing and material-handling tasks that include occasional lifting of up to 50 lbs. in a manufacturing environment.
- Able to take coaching and feedback.
- Foster an enthusiastic, creative, "can do" attitude, and share the responsibility for achieving production goals.



1. Holds responsibility for success of projects assigned.

- Uses approved customer shop drawings and actual measurements of panels and slabs produced to setup CNC router programs and tools for precise fabrication, holding tight tolerances.
- Communicates effectively with team members involved in the previous and well as next steps of the process to enable efficient equipment and resource use.
- Creates and maintains instructions and machine tool lists for CNC operators.
- Uses available resources (table space, stacking/nesting feasibility, equipment availability) and knowledge about materials and processes (adhesive cure-time, machine run-time, batch-processing, packaging plans etc.) to ensure efficient machining sequencing.
- Achieves waste reduction targets by programming to include the use of project cut-offs for sample generation.
- Supports the Quality control and Crating departments with drafting and modeling to ensure understanding of packaging sequence, crate plan and installed context.
- Verifies that result of machining conforms to project specifications before requesting quality check.
- Follows good practices while handling material to prevent damage.
- Maintains open, daily communication with the team, with daily updates documented in production logs, schedules and other collaborative project management tools in use.

2. Manages Post-production wrap-up

- Keeps complete records of materials (including batch/lot numbers where necessary), parameters (feed and speed rates, number of passes, cure-times etc.), and procedures (number of sealer coats, grinding passes, post-processes –patches, touch-ups, line-fixes, removal of inclusions etc.).
- Assists with maintenance of electronic records of projects for ease of future reference.
- Ensures production documentation is complete before project files are closed
- Documents and organizes left-over production materials – lighting, hardware and material cut-offs.
- Stores production rejects, documents piece attributes, assists with imaging for the online store, and final storage

3. Assists with project documentation and process documentation and improvement

- Updates CNC programs and manufacturing processes to optimize machining time and quality.
- Assists in the development of tool paths and estimation of manufacturing times.
- Documents projects “as built” and uses this documentation to assists with resolution of customer concerns after receipt of orders or during installation.
- Maintains CNC program library. Includes placing new programs in the library and revising existing programs due to engineering revisions, optimization and new material introductions.



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materials as dynamic as **light**

- Uses file naming convention in place meticulously and consistently

4. Manages tools and supplies inventory and assists with equipment and facility maintenance.

- Promptly addresses any equipment malfunction, seeks additional support when necessary and assists with the process of repair and maintenance.
- Manages and documents inventory of tools and supplies, makes timely requests for services such as blade/bit sharpening and follows through until receipt.
- Keeps tools and shop area organized and clean.
- Keeps equipment manuals and other documentation easily available.
- Manages and assists with planned equipment maintenance.
- Assists with facility maintenance as requested.
- Maintains a clean and organized work area.
- Ensures minimal environmental impact by sorting and using available recycling containers and appropriate waste disposal.

5. Follows and ensures compliance with safety practices.

- Gets familiar with and acts in accordance with available SDS (safety data sheets)
- Keeps all emergency exits in work area clear
- Uses appropriate personal protective equipment (PPE) at all times

Candidates can respond with their resumes to employment@sensitile.com

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