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# CNC Machinist

## Position Description

**Business unit:** Programmed Energy and Resources

**Department:** Programmed Energy and Resources

**Reports to:** As per organisational structure

## Position Purpose

The CNC Machinist is responsible in setting up, operating, and controlling CNC machines to manufacture precision parts according to technical specifications.

## Our Values

At Programmed we have four core values that we ask our employees to observe, act on and deliver.

- Personal safety leadership - We display personal safety leadership each and every day. We believe all injuries are preventable. We act to ensure the health, safety and environmental wellbeing of our customers, the public and ourselves.
- Care & empathy - We show care and empathy for the people around us; our employees, customers and the communities we work in. We respect everyone's contribution by working together to achieve common goals and project outcomes. We believe that everyone comes to work wanting to do a great job. We are prepared to ask "R U OK?" if our colleagues are performing differently.
- Customer service - Our people display what we like to call good old-fashioned customer service. We imagine how we would like to be served, if we were the customer. We do what we say we are going to do.
- Diversity, inclusion & equality - We seek a workforce that is representative of the communities we work in. We strive for a team that reflects a diverse society in consideration of culture, gender, age, sexual orientation and abilities. We recognise the value and importance of attracting, engaging and retaining employees with different backgrounds, experience and perspectives. We aim to create a safe and inclusive environment, where people are treated equally and are free of all forms of discrimination.

## Qualifications & Experience

<b>Qualifications</b>	<ul style="list-style-type: none"><li>• Proven experience as a <b>CNC Machinist</b></li><li>• Strong knowledge of CNC machinery and machining processes.</li><li>• Proficiency in <b>CAD and CAM software</b></li><li>• Ability to read and interpret engineering drawings.</li><li>• Excellent attention to detail and problem-solving skills.</li></ul>
<b>Experience &amp; Knowledge</b>	<ul style="list-style-type: none"><li>• Proven experience in a similar role/ environment</li><li>• Reasonable level of literacy</li><li>• Reasonable level of mathematical skill</li><li>• Good communication skills</li><li>• Able to work unsupervised</li></ul>

## Accountability

<b>Trade Skills</b>	<ul style="list-style-type: none"><li>• Technical Drawing Interpretation</li><li>• CNC Machine Operation</li><li>• Job Planning and Preparation</li><li>• CAD and CAM Software utilization</li><li>• Quality Assurance</li></ul>
<b>Administration</b>	<ul style="list-style-type: none"><li>• Ensures all documents and records are provided to the relevant administrator in a timely and accurate manner</li><li>• Follows company and customer processes and procedures to the standards required in a timely manner</li><li>• Ensures time sheet is submitted on time</li></ul>
<b>Operational management</b>	<ul style="list-style-type: none"><li>• Regularly reviews operational status ensuring works are undertaken in a safe and timely manner meeting quality and budgetary requirement and client expectations</li><li>• Follows company processes and procedures for working with contractors.</li></ul>
<b>Customer Service</b>	<ul style="list-style-type: none"><li>• Provides clear and transparent communication to internal and external customers to ensure quality service is always provided.</li></ul>

## Safety, Environment and Quality

- Ensures work is completed in a **safe manner**
- Ensures the health and safety of other employees
- Completes all HSE requirements prior to any works commencing and takes action to remove or mitigate identified risks
- Wears appropriate personal protective equipment (PPE) in designated areas requiring such equipment
- Adheres to all (Quality, Safety, Environmental) policies and procedures
- Identifies and reports all environmental and safety hazards, incidents and accidents in a timely manner for action
- Promotes a Zero Harm culture that follows the Programmed safety beliefs and empowers all employees to be involved in HSEQ matters, pro-actively take action and protect people and the environment.

## Capability

<b>Financial</b>	Makes skilful use of available budget, resources and support to deliver cost efficient, high-quality work. Understands how personal and team performance contributes to overall business success and financial performance.
<b>Operations</b>	Plans and prioritizes work to meet or exceed commitments and customer requirements. Holds self-accountable to high standards and consistently adheres to policies, procedures, and work requirements.
<b>Customer</b>	Builds strong customer relationships and delivers customer-centric solutions. For example, consistently goes above and beyond to understand customer requirements and surpass their expectations.
<b>Growth</b>	Takes on new opportunities with a sense of high energy and enthusiasm. For example, constantly looks for new ideas and innovative ways of doing things, and makes an effort to get involved in new areas.
<b>People</b>	Builds partnerships and works collaboratively with others to meet shared objectives. For example, finds ways to add value to the team; values diversity of thought; and is a valued resource who goes out of the way to help others.
<b>Technology</b>	Adopts innovations in business technology. For example, successfully leverages the latest technologies to increase performance and embraces new technological advances adopted by the business.

## Benchmark for Success

Our aim is that everyone has an opportunity to sit down with their line manager to clarify the expectations of their role, identify key performance indicators (KPIs) and outline specific projects to be completed. Another important aspect of these discussions is to explore areas of development and learning and developing opportunities to build and grow skills and advance careers. These discussions occur in the Review and Reflection period held yearly

In this role the KPI's will generally focus on the following areas:

- Operational performance targets;
- Customer service & feedback targets;
- Health Safety Environment targets; and
- Living our values