

<b>Job Title:</b>	Set-Up	<b>Job Category:</b>	Manufacturing
<b>Location:</b>	Howell	<b>Travel Required:</b>	No
<b>Reports To:</b>	Team Leader	<b>Position Type:</b>	Full Time
<b>Company Supporting:</b>	AA Gear & Manufacturing		REV A- 7/6/15

### **Job Description**

Responsible for setting up machines within allotted time, get approved first piece, and set up production time as dictated by E2. Ensure standardization of production cycle times, work holding fixtures, tooling, gaging, work instructions, process sheets and operational procedures. Drive continual improvements and cost reduction through AAG's Engineering team.

#### **Role and Responsibilities**

- Work with team leader to plan set-ups for upcoming production parts.
- Prepare all needed tooling and documentation for a machine while it is running the prior job, so that machine downtime can be minimized. Submit request for a gage package to the gage lab so all needed measuring tools can be ready in advance.
- Participate in discussions with engineering to review new job processing and selection of tools and gages, implements engineering process changes.
- Communicate on a timely basis and have a sense of urgency relative to issues that could negatively impact above.
- Operate critical machines as needed to cover staffing shortages or to keep production going during breaks or lunch when needed.
- Work in team environment with the goal of self-directed work teams to fill daily production schedule requirements and to provide on-time delivery to our customers.
- Perform machine set-ups in accordance with AAG process documents.
- Suggest and help implement corrections and improvements to these documented processes, working with engineering change procedures.
- Ensure the operators are provided with the correct material, tooling, gauging, process documentation and a machine that is ready to run with appropriate fluid levels and concentrations.
- Inspect machines and perform basic preventative maintenance.
- Write requests for maintenance manager to correct problems.
- Consult with Manufacturing Engineering and Quality if problems arise or errors are found on these documents.
- Help to control team's costs by standardize tools and work procedures.
- Proficient in set up time as established by E2
- Write programs at machine, program offline, and back up programs.
- Efficiently set up & dial in existing jobs
- Make fixtures
- Follow directions, control plans & prints
- Troubleshoot complex issues
- Minimize scrap

#### **Education/Experience**

- Must have a high school diploma or a GED.
  - At least 1 year experience.
  - Understand tool nomenclature/grades.
  - Detailed knowledge of Tooling, Speeds & Feeds, CNC controls, and machines.
  - General understanding of measurements, quality, & SPC
  - Advanced math/geometry skills.
  - Ability to set up / machine first part to blueprint specifications for first article inspection.
  - Ability to read and perform basic editing of G & M Code.
  - Ability to identify and correct machining flaws.
  - Knowledge of safe equipment operating procedures and work practices.
  - Considerable knowledge of the methods and techniques for operating CNC Lathes and related hand tools and equipment.
  - Knowledge of proper fluid levels and coolant recovery, skill in setting up, and maintenance procedures.
  - Operating and adjusting equipment control settings for CNC machines.
  - Ability to check machined parts for conformity with work specifications / quality standards.
  - Ability to read and interpret production blueprints and specifications, operating procedures, and machine parts listings.
  - Ability to communicate and work cooperatively with others.
  - Familiarity with machine shop environment, machining processes and basic equipment.
- Ability to use precision measuring instruments and inspect parts per drawing.