

## Job Description

<b>Title:</b> Router / CNC Operator	<b>ID:</b>
<b>Department:</b> Account Management	<b>Location:</b> Indianapolis
<b>Division:</b> Signworks Indianapolis	<b>Reporting to:</b> General Manager
<b>FLSA Classification:</b> Exempt	<b>Employment Type:</b> Full Time / On Site
	<b>Version:</b> 1.0

### Position Summary

The CNC / Router Operator is responsible for operating CNC equipment to produce accurate sign components while maintaining quality and production schedules. This role includes preparing files, setting up materials, monitoring machine performance, and inspecting finished parts to ensure they meet company standards.

The CNC / Router Operator works closely with other production departments to support workflow, maintain equipment, and keep the work area safe and organized. Success in this role depends on attention to detail, mechanical ability, and the ability to work efficiently in a fast-paced manufacturing environment.

### Essential Duties and Responsibilities

- **CNC / Router Operation-** Operate CNC routers and cutting equipment to produce sign components
  - Load, set up, and secure materials including acrylic, aluminum, PVC, wood, and composites
  - Read and interpret shop drawings, production files, and cut sheets
  - Monitor machine performance and adjust feeds, speeds, and tooling as needed
- **File Preparation & Programming-** Import and prepare files from design software (typically Illustrator, CorelDRAW, Flexi, EnRoute, V-Carve, or similar)
  - Verify tool paths, nesting, and material utilization
  - Perform basic machine programming and adjustments
- **Quality Control-** Inspect finished parts for accuracy, finish quality, and dimensional tolerance
  - Identify defects and make corrections or notify production supervisor.
  - Maintain consistent production standards
- **Production Support-** Coordinate with fabrication, paint, and assembly departments
  - Assist with material handling and workflow organization
  - Maintain production schedules and meet deadlines
- **Equipment Maintenance & Safety-** Perform routine maintenance such as bit changes, cleaning, and lubrication
  - Maintain a clean and organized work area
  - Follow OSHA and company safety procedures
  - Properly handle dust collection and material waste

### Core Competencies

- Problem Solving.
- Teamwork Orientation.
- Communication Proficiency.
- Mechanical Knowledge.
- Mathematical Skills.
- Organizational Skills.

### Skills and Abilities

- Experience operating CNC routers (sign industry preferred)
- Ability to read technical drawings and production layouts
- Familiarity with sign materials and fabrication methods
- Basic computer proficiency and file management skills
- Strong attention to detail and accuracy
- Ability to lift materials (typically 50+ lbs)
- Ability to work in a fast-paced manufacturing environment

### Preferred Qualifications

- Experience with MultiCam, AXYZ, ShopSabre, Laguna, CamMaster or similar CNC systems
- Knowledge of tool selection and cutting strategies
- Sign fabrication experience (channel letters, cabinets, ADA, dimensional letters)
- Forklift experience
- Understanding of lean manufacturing or production workflows

### Work Environment

- Manufacturing / fabrication shop setting
- Exposure to dust, noise, and production equipment
- Standing for extended periods

### Success Measures (How Performance is Evaluated)

- Production accuracy and scrap reduction
- On-time completion of routed components
- Machine uptime and maintenance adherence
- Quality of finished parts
- Team collaboration and workflow efficiency

### Employee Statement of Understanding

I have read and understand the job description for my position. I am able to perform all the essential functions of this position.

I agree to comply with the corporate compliance policy and all laws, rules, regulations and standards of conduct relating to my position. As an employee, I understand my duty to report any suspected violations of the law or the standards to my immediate supervisor.

As an employee, I will strive to uphold the mission and vision of the organization. All employees are required to adhere to the values in all their interactions with customers and fellow employees.