



5801 3RD AVE. SO. * P.O. BOX 80983 * SEATTLE, WA 98108

JOB DESCRIPTION

JOB TITLE: Programmer/Planner
CLASSIFICATION: Non-exempt
DEPARTMENT: Programming & Planning
REPORTS TO: Senior Programmer Planner
SCHEDULE: Mon – Fri, 8:00 am – 5:00 pm

POSITION SUMMARY: This position has technical responsibility for all facets of work related to: Work order planning, CNC programming, drawing preparation, engineering dimensional checking, layout of flat patterns and work order release. Coordinates work assignments with Senior Programmer/Planner, Master Scheduler and Plant Manager for planning team priorities.

RESPONSIBILITIES:

1. Create CAD drawings from prints, sketches and customer supplied data files.
2. Generate CNC machine programs from CAD drawings.
3. Create shop flat pattern drawings for production team use.
4. Produce shop work orders and routers for work center machine tasking within ERP software system.
5. Interface and coordinate programming work flow with Senior Programmer/Planner, Master Scheduler and Plant Manager.
6. Participate in weekly plant production meetings and daily expediting of work.
7. Participates with Senior Planner to apprise company management on software, scheduling and planning team constraints.
8. Provide assistance and guidance to sales staff on layouts, program parts material nests and process run times.
9. Create programs for multiple 2D profiling machines with two or more software systems. Migrate and translate NC data files as required.
10. Communicate with sales staff and management on a daily basis.
11. Post master NC files on company computer network.
12. Assist in production team member training.
13. Mentor and work with shop production machine operators for programming issues and machine specific function characteristics.

QUALIFICATIONS:

1. At least 3 years experience in a key production position in the metal fabrication industry.
2. Significant PC computer experience with Excel and manufacturing elements of business enterprise computer software.
3. Strong AutoCAD or Inventor CAD software expertise is required.

4. Previous experience with CAD/CAM machine programming software is highly desired.
5. Familiarity with manual & CNC production machines to include shop fabrication methods is critical.
6. Proficient at blueprint reading and production of shop drawings.
7. Competency in basic flat pattern layout work for shop production drawing.
8. Professional competency and ability to work with both experienced and junior shop personnel is expected.
9. Proven ability to calculate forming flat patterns from 2D, 3D drawings and CAD files. Previous professional education experience will be considered.
10. Prerequisite shop math skills must be demonstrated along with use of precision measuring tools (calipers, micrometers, protractors and tape measures).
11. Strong desire to learn new skills is expected.
12. Demonstrated understanding or familiarity in working with or creating bills of material and process routing for shop work order creation.
13. Good organizational skills with strong attention to detail.
14. Ability to function well in a just-in-time manufacturing environment while multitasking within a team.
15. Ability to communicate effectively with shop level production team members.
16. Working knowledge of CNC punch tooling use, setup and programming is desired.

PHYSICAL REQUIREMENTS:

1. Sit for 4 – 6 hours and stand or walk for 1 – 2 hours per day.
2. Work at a computer workstation for extended periods up to 2 hours continuously.
3. Work in an open office concept environment with occasional office noise and distractions.
4. Wear protective eyewear and hearing protection while in the production areas.
5. Wear semi-casual professional clothing that is appropriate for occasional trips to the production floor work stations.
6. Demonstrated ability to communicate with the production team members and work around metal fabrication production equipment for short time periods.