



## JOB DESCRIPTION

**Job Title:** CNC Machinist  
**Department:** Bergara CNC Shop  
**Reports To:** Production Manager – Michael Blair, mike@bpioutdoors.com  
**FLSA Status:** Non-Exempt

**Company Description:** BPI Outdoors is the parent company of several highly successful product brands in the hunting and shooting industry. These brands include CVA® muzzleloading and center-fire guns and accessories, POWERBELT® muzzleloading bullets and accessories, QUAKE® hunting & shooting accessories, DURASIGHT™ scope mounts, and BERGARA™ barrels, actions and rifles. BPI is located in Lawrenceville, GA.

**Position Summary:** This position is responsible for helping to reach the daily production goals within BPI manufacturing department.

**Essential Duties and Responsibilities:** To perform this job successfully, an individual must be able to perform the following satisfactorily; other duties may be assigned.

- Perform the setup and operation of CNC equipment for production runs.
- Perform minor editing of CNC programs and make necessary adjustments to tool offsets to maintain tolerances as per print.
- Perform the in-process inspection of manufactured components and complete In-Process quality documents.
- Operate machine tools such as lathes, milling machines, and grinders to produce metal parts.
- Performs routine maintenance tasks on machines as required.
- Maintain a clean and organized work area and maintain all equipment according to maintenance plans and established procedures.
- Prioritize workflow through effective communication with management staff.
- Assist in training of new personnel.
- Continue to grow lean knowledge and use the tools to identify and assist with continuous improvement.
- Maintain a safe and clean production area.
- Perform other related duties and tasks as necessary or as assigned.

**Competencies:** To perform the job successfully, an individual should demonstrate the following

**Cooperation** - Displays positive outlook and pleasant manner. Establishes and maintains effective relations. Exhibits tact and consideration. Offers assistance and support to co-workers. Works actively to resolve conflicts. Works cooperatively in group situations.

**Dependability** - Commits to doing the best job possible. Follows instruction. Keeps commitments. Meets attendance and punctuality guidelines. Responds to requests for service and assistance. Takes responsibility for own actions.

**Quality** - Applies feedback to improve performance. Demonstrates accuracy and thoroughness. Displays commitment to excellence. Looks for ways to improve and promote quality. Monitors own work to ensure quality.

**Quantity** - Achieves established goals. Completes work in timely manner. Meets productivity standards. Strives to increase productivity.

**Safety & Security** - Determines appropriate action beyond guidelines. Observes safety and security procedures. Reports potentially unsafe conditions. Uses equipment and materials properly.

**Qualifications:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Language Ability:**

Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write simple correspondence. Ability to effectively present information in one-on-one and small group situations to customers, clients, and other employees of the organization.

**Math Ability:**

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

**Reasoning Ability:**

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

**Work Environment:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate.

**Physical Demands:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to talk or hear. The employee is occasionally required to stand; walk; use hands to finger, handle, or feel and reach with hands and arms. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision and ability to adjust focus.

The above job description is not intended to be an all-inclusive list of duties and standards of the position. Incumbents will follow any other instructions, and perform any other related duties, as assigned by their supervisor.

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**ACKNOWLEDGED: Supervisor/Manager Signature**

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**Date**

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**ACKNOWLEDGED: Employee Signature**

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**Date**

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**PRINT: Employee Name**