



## PRODUCTION FACILITATOR

### Employer

Galaxy Technologies  
1111 Industrial Road  
Winfield, KS 67156  
620-221-6262

### Job Description

**Job Purpose:** Supports NC programming by preparing model prior to programming activity. Works under general supervision.

**Essential Functions:** Other duties may be assigned.

- Review all prints, documents, models, and update 3D model to prepare for programming.
- Create 3D surface geometry, wireframe geometry, anything required for programming.
- Adds all part identification, including rosettes, ply lines, station numbers, tooling ball call outs, etc. as required from prints, general notes, statement of work and Tool builder/Manager instruction.
- Adds all bolt, dowel, and misc. hardware holes as required per prints, general notes, statement of work and Tool builder/Manager instruction.
- Communicates job specifics with other departments and coworkers including program managers, programmers, tool builders and night shift. Communicates with programmers to answer questions.
- Checks prints to model and examines statement of work. Verify we have all the latest specifications and standards.
- Changes corner radii and other miscellaneous model issues as required
- Help identify trouble areas on part or model ahead of time.
- Properly maintain file models, file storage, archived files, and completed jobs.
- Adds all hold down and/or fixture holes when required to hold the part for machining.
- Becomes familiar with the quality system requirements as they pertain to the department.
- Maintains safe and clean working environment by complying with procedures, rules and regulations. Secures tools, materials and equipment at end of day.
- Contributes to team effort by actively participating in team meetings.

- Provides assistance to coworkers and other departments.

**Qualifications and Requirements:** 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.

- High school diploma or equivalent, plus a minimum of three years programming and machining or other related experience generally required.
- Ability to effectively communicate detailed information to customers, coworkers and management using good written and verbal communication skills.
- Ability to interact in a positive and professional manner to develop and maintain strong working relationships with customers, coworkers and management.
- Ability to read and interpret documents such as blueprints, procedure manuals and job instructions.
- Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to calculate figures and amounts such as proportions and percentages.
- Ability to apply common sense understanding to carry out instructions in written, oral, or diagram form.
- Ability to manage time effectively and prioritize tasks to meet deadlines.
- Strong attention to detail and organizational skills.
- Ability to operate computer and computer software, to include Microsoft Office products and CAD software.
- Ability to use department equipment such as calipers and measuring equipment.
- Ability to use precision measuring tools such as I.D. and O.D. micrometers, calipers, and bore gauges.
- Ability to maintain confidentiality.

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