



## Gilmore - Job Description

**Position:** CNC Senior Programmer  
**Reporting Line:** VP Operations  
**Department:** Manufacturing  
**Facility:** Gilmore, Lumpkin Rd.  
**Location:** Houston, TX  
**FLSA Status:** Non-Exempt  
**Work Status:**  Direct  Indirect  
**Mercer ID #:**  
**AX Grade:**

### Company Overview

**Gilmore** is an independently operating business wholly owned by Proserv which specializes in the delivery of severe service of flow control solutions across the Energy market. Gilmore's manufacturing and headquarters are located in Houston, Texas USA and has a network of distribution partners which span the globe supporting global regional markets.

Our people are fundamental to the success of our organization and remain at the heart of our achievements. At Gilmore, we aim to develop our business around a valued and motivated workforce that encourages personal development and allows our people to flourish and realize their fullest potential.

### Role Synopsis

The primary responsibilities of the CNC Senior Programmer are to write and optimize CNC programs to create complex parts on CNC machines. This position will work to develop work holding devices and select cutting tools while creating and compiling necessary documents to aid setting up machines. The position is responsible to write CNC programs for 2 to 5 axis lathes as well as 3 and 4 axis vertical mills. Need to integrate work with Engineering, Production, Quality, Purchasing, and Scheduling Departments to ensure a smooth flow of quality products through the factory. Must work to meet deadlines and any milestones.

### Essential Duties & responsibilities (includes, but not limited to the following)

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed herein are representative of the knowledge, skill, and/or ability required. Reasonable accommodation(s) may be made to enable individuals with disabilities to perform the essential functions.

- Demonstrates proficiency with CAD (solid modeling) and CAM software.
- Knowledge of Esprit Software
- Creating and editing machine posts
- In depth knowledge of CNC G-codes (ISO-6983) with additional familiarity with Mazatrol conversational programming conventions is a plus.
- Thorough knowledge of machining and machining center operations.

- Ability to operate CNC machining centers.
- Knowledge and experience with precision measuring tools.
- Knowledge of Lean – World Class Manufacturing methods.
- Ability to communicate clearly, both orally and in writing, to all levels of a manufacturing organization.
- Demonstrates a professional and positive attitude as well as a passion for continuous improvement.
- Exhibit strong time management skills with the ability to effectively coordinate multiple projects.
- Perform other work-related tasks, as assigned.

### **Compliance Requirements**

Gilmore has a Business Ethics Policy (the “Policy”) which provides guidance to employees in day-to-day roles, as well as helping the employee and the business comply with the law at all times. The incumbent must read, understand, and comply with, at all times, the Policy along with all other corresponding policies, procedures and directives.

### **QHSE Responsibilities**

- Demonstrate a personal commitment to Quality, Health, Safety and the Environment
- Apply Gilmore, and where appropriate Client Company’s, Quality, Health, Safety & Environment Policies and Safety Management Systems
- Promote a culture of continuous improvement, and lead by example to ensure company goals are achieved and exceeded

### **Qualifications/Work Experience**

#### **Education**

Essential

- High School degree or G.E.D. required or equivalent education and years of experience.

Preferred

- Two-Year Technical degree preferred.

#### **Experience**

Essential

- Five Years of CNC lathe and mill programming experience.
- Three years’ experience programming offline with a CAM software system.
- Proficient in blueprint reading and knowledge of GDT.
- Five years of machine tool operation experience.
- Proficient with Microsoft Office suite of programs.

## Physical Demands

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

- Physical Dexterity required; ability to ascend/descend ladders; climb or balance; ability to reach with hands/arms, lift, push, pull, and move objects fifty (50) pounds or more.
- Ability to operate hand tools, such as grinders, drills, drill press, etc.
- Sitting, standing, and walking.
- Employee may need to walk and stand at least eight (8) hours per day.
- Stoop, kneel, crouch, or crawl.
- Speak/hear and use specific vision abilities such as close vision, distance vision, colour vision, peripheral vision, depth perception and ability to adjust focus.
- Work involves moderate to frequent exposure to unusual elements, such as extreme temperatures, dirt, dust, fumes, smoke, unpleasant odours and/or loud noises.
- Employee may be required to work long hours at times, up to twelve (12) hours per day.

## Work Environment

The work environment characteristics described herein are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodation(s) may be made to enable individuals with disabilities to perform the essential functions.

- Work environment involves some exposure to hazards or physical risks, which require basic safety precautions. Ability to wear and utilize Personal Protective Safety Equipment (PPE). Required equipment includes steel toed shoes, safety glasses/goggles. Additional PPE may be required, e.g., safety harnesses, Fire Retardant Clothing (FRC), hard hats, or other as assigned.
- Work conditions will vary and may include working up to twelve (12) hours per day or more in an outdoor environment with exposure to unusual elements, such as extreme temperatures, dirt, dust, fumes, smoke, unpleasant odours and/or loud noises

## To apply

Please send an updated CV to [hr@gilmore.com](mailto:hr@gilmore.com)

## Declaration

I declare that I have read, understood and accept the contents of the above job description, which I am required to undertake.

Signature:		Date:	
Name in Capitals:			