

	JOB DESCRIPTION CODE:	JPM001
	REVISION DATE:	7/12/21

JOB TITLE: Supervisor, Machinists	SHIFT: 1st
DEPARTMENT: Production	SAFETY SENSITIVE: YES
REPORTS TO: Production Manager	FLSA STATUS: Exempt

POSITION PURPOSE:
<ul style="list-style-type: none"> The primary duty of a CNC supervisor is directing and overseeing the day-to-day activities of a team of CNC machinists. This aspect of the role involves examining production schedules and deadlines and determining how to best schedule employees and activities to complete jobs safely and efficiently. The CNC supervisor may also provide direct, hands-on support in programming and overseeing CNC machine operation.

ESSENTIAL DUTIES & RESPONSIBILITIES:
<p>Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.</p> <ul style="list-style-type: none"> Work with Production Control and department Supervisors/Leads to understand current procedures, policies, and workflow for the CNC Machining Department. Work with Production Control to understand current schedule and workload. Then develop a plan to improve flow and achieve department need by dates while managing OT. Uphold safety standards, keep necessary records, and maintain equipment and supplies. Review and understand job traveler process and how they are used in the departments. Review drawings and specifications of a particular product and plan the production process, including where and how to cut the work piece, the correct tools and materials for the job and the sequence of steps to follow in production of the product. Review all purchased supplies and items and how they are controlled. Establish or update departmental procedures and best practices. Perform the machining operations, watch for problems in the production process, and check the accuracy of the finished piece against drawings using calibrated measuring tools. Stay current on machining technology by learning new techniques and learn how to operate new machines. Coordinate and recommend procedures for facility and equipment maintenance or modification, including the replacement of machines. Manage all PM program for all CNC Machines, Saws, and Plasma table on agreed schedules. Improve department flow of materials to and through each department (Saw/Machine/Fab/QC). Manage employees in department, will be responsible for their duties and requirements as well as annual reviews, and disciplinary actions when required. Help machine operators with problem solving, adjustments, and setups. Train and instruct employees in job duties and company policies or arrange for training to be provided. Recruit, interview, and select employees. All other task as requested.

KNOWLEDGE / SKILLS / ABILITIES:

- Knowledge of raw materials, CNC programming, work holding and tooling selection.
- Understanding of how CNC Machines, band saws, and plasma tables operate.
- Understanding of G-Code programming. Fanuc and Conversational platforms.
- Knowledge of machines and tools, including their designs, uses, repair, and maintenance.
- Knowledge of design techniques, tools, and principals involved in production of precision technical plans, blueprints, drawings, and models.
- Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times.
- Being aware of others' reactions and understanding why they react as they do.
- Motivating, developing, and directing people as they work, identifying the best people for the job.
- Managing one's own time and the time of others.
- Talking to others to convey information effectively.
- Getting members of a group to work together to accomplish tasks.
- Providing guidance and direction to subordinates, including setting performance standards and monitoring performance.
- Developing specific goals and plans to prioritize, organize, and accomplish your work.
- Handling complaints, settling disputes, and resolving grievances and conflicts, or otherwise negotiating with others.

QUALIFICATIONS / PRIOR EXPERIENCE:

- Previous Supervisor Experience
- High School Diploma or equivalent
- 5+ years' experience as a Machinist in a production environment.
- CNC Maintenance and repair a plus

WORK ENVIRONMENT:

- The work performed is conducted in a non-climate-controlled facility with moderate noise levels that are within OSHA limits
- Must be able to lift 25 – 50 lbs.
- Must be able to walk, talk, sit, stand, and communicate verbally continuously throughout an 8-hour period
- Safety Sensitive

The above statement reflects the general details considered necessary to describe the principal functions of the job identified, and shall not be construed as a detailed description of all the work requirements that may be inherent in the job.

APPROVAL:

TYPE OR PRINT NAME	TITLE	SIGNATURE

Employee Signature

Date