

## Machine Shop Manager Position Description

<b>Department:</b> Machine Shop	<b>FLSA Status:</b> Non-Exempt
<b>Reports to:</b> Chief Production Officer	<b>Date:</b> 10/04/2017

**Primary Function:**

Manages all activities related to machine shop, by performing the following duties personally or through subordinate supervisors.

**Essential Duties and Responsibilities:**

- Establish and maintain machining and quality control standards, develops budget and cost controls for machine shop.
- Develops a machine shop process plan, including schedule, personnel requirements, material needs, subcontract requirements, facility needs, and tooling and equipment needs.
- Ensures all established costs, quality, and delivery commitments are met.
- Coordinates machining services with all other functions of the organization to obtain optimum production and utilization of human resources, machines, and equipment.
- Reviews reports and directs the resolution of machining problems to ensure minimum costs and prevent operational delays.
- Analyze and resolve work problems or assist employees in solving work problems.
- Performs administrative activities associated with the effective management of machining operations, including compiling, storing, and retrieving machine shop data for reports.
- Trains and ensures all assigned employees are aware of and comply with company, government, and customer policies, procedures, and regulations.
- Ability to perform activities of employees supervised.
- Other duties may be assigned.

Promote and actively embrace the concept of professionalism, with an emphasis on quality, commitment, integrity, ingenuity, teamwork, the community and the environment. Safety is a deeply rooted cultural value and it must be promoted and enforced at all times.

**Minimum Qualifications/Experience:**

Bachelor's degree or five years related experience and/or training; or equivalent combination of education and experience.

**Additional skills**

Experience with MasterCam, JobBOSS Shop Management, estimating and scheduling software preferred.

Strong interpersonal skills and ability to work in a very dynamic environment – must have flexibility with an ability to focus.

Computer skills including Microsoft Office Suite required.

### **Other Qualifications**

The physical demands and work environment described here are representative of the conditions 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.

### **Physical Demands**

While performing the duties of this job, the employee is frequently required to sit, stand, walk, talk and hear. The employee is occasionally required to use hands to finger, handle, or feel and reach with hands and arms. The employee must regularly lift and /or move up to 10 pounds, frequently lift and/or move up to 25 pounds and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, color vision and ability to adjust focus.

### **Work Environment**

While performing the duties of this Job, the employee is frequently exposed to moving mechanical parts. The employee is occasionally exposed to wet and/or humid conditions and high, precarious places. The noise level in the work environment is usually loud.