



Machine Shop Supervisor

Duties:

- Supervise Machine Shop 1st or 2nd Shift personnel
- Order shop supplies as necessary
- Responsible for cost controls in Machine Shop
- Coordinate maintenance of production equipment and new equipment installation
- Prepare cost reduction justifications, i.e. process changes, tool/fixtures designs, capital equipment requests
- Responsible for establishing work station assignments, employee training, overtime assignments and back-up for absent employees
- Maintain a clean and safe work place
- Maintain a well-trained and motivated work force
- Monitor work order completion
- Update and maintain routings and work processes
- Responsible for monitoring cost controls
- Providing first level escalation support to employees regarding HR issues (employee relations, worker's compensation, disciplinary actions, time cards, PTO requests)
- Identifying Continuous Improvement opportunities and implementing change to improve process
- Implementing Lean Manufacturing principles (Kanban, point of use, 5's, takt time, cycle time, SPI's, etc...) throughout Production Floor
- Lead Kaizen events
- Provide Operations Management with data-driven production updates
- Prepare cost reduction justifications, i.e. process changes, tool/fixtures designs, capital equipment requests
- Perform daily reviews of machine shop queues observing capacity, work-order due dates, and established priorities – move work and resources around to level load the machine shop and ensure on-time delivery
- Meet daily with OMAX planning team in an effort to get manufactured products to the end user as efficiently and effectively as possible

- Ensure accurate machine shop staff data recording within Insight. Namely log-in/log-out activities
- Direct machine shop leadership team to create and maintain departmental set-up and operation procedures
- Own machine shop measuring equipment calibration program ensuring all relative equipment is calibrated according to schedule
- Assign machine shop representation at daily MRB meetings
- Work with Senior Management on annual preparation/monitoring of financial budget for Machine Shop
- Conduct employee performance reviews
- Perform other duties as assigned manager or department VP

Qualifications:

- Applicant must possess supervisory skills, ability to direct the work sequence within Machine Shop on a day- to-day basis (5-8 years)
- Extensive experience in setup and operation of CNC/Manual machines.
- Bachelor's Degree (or equivalent experience)
- CNC Programming experience
- Successful candidates will be responsible for supervising 20-40 machinists and have strong leadership/team building skill, PC proficient
- Lean manufacturing experience a plus
- Evaluate and recommend capital equipment for machine shop operation