



JOB DESCRIPTION

POSITION	MACHINE SUPERVISOR		
Department	Operation		
Approved by	President	Date Modified	8 July 2021
JOB DESCRIPTION SUMMARY:			
Machine Supervisor supervises the daily activities of machine shop production, plans the workflow scheduling, and personnel in compliance with quality procedures, and ensures a safe and efficient working environment.			
1. REPORTING RELATIONSHIP:			
1.1. Operations Manager			
2. AUTHORITY:			
2.1. CNC Set Up Machinists, Shop Assistant, Deburrer			
3. JOB REQUIREMENTS			
3.1. High school diploma or equivalent (GED); post-secondary education in engineering or related field preferred			
3.2. Ability to communicate effectively, both verbally and in writing.			
3.3. Ability to effectively plan, organize and prioritize projects.			
3.4. Ability to function in a team environment.			
3.5. Ability to interpret, plan and schedule jobs.			
3.6. Ability to work independently with minimal supervision and guidance.			
3.7. Independent judgment and decision-making abilities.			
3.8. Proven leadership and motivational abilities.			
3.9. Strong analytical and problem-solving skills.			
3.10. Strong leadership, organizational skills, and interpersonal skills.			
3.11. Ability to manage multiple priorities and work effectively in a high-paced work environment.			
3.12. Positive attitude, excellent communication skills, self-motivator, and diligent follow-up.			
3.13. Ability to read and understand engineering drawings and manufacturing procedures.			
3.14. Ability to make unpopular decisions, confront people's issues, and resolve conflicts when necessary.			
3.15. Lead by example with good work habits, strong craftsmanship, and a positive approach.			
3.16. Excellent technical, problem solving, and analytical abilities and skills.			
3.17. Knowledge and experience with Job Boss, QID, and Exact systems and proficient in Microsoft Office.			
3.18. Valid driver's license from the state of Texas			
3.19. Critical thinking, problem-solving, and decision-making skills with varying amounts of data or information			
3.20. Knowledge and skills to manage projects, organize, prioritize, and meet deadlines			
3.21. Conduct beginners and advanced training to ensure all machinists can operate the machines effectively.			
3.22. Ability to comply and execute the company Standard Operating Procedures.			
4. WORKING CONDITION			
4.1. This position will be working indoors in a smoke-free environment and requires the employee to be outdoors regularly. From this movement, the employee will encounter varying weather conditions and temperatures. The normal auto and air			



travel hazards will apply. Travel will be in all types of weather, including heavy rain, snow, etc.

- 4.2. The noise level in the work environment is usually low but can be high on some field sites.
- 4.3. Body movements include walking, turning the head and torso, reaching, grasping, bending, and flexing the arms, legs, wrists, hands, and fingers.
- 4.4. The sense of being able to see, hear, and have the full power of speech is required.
- 4.5. The ability to lift items of at least 50 lbs. may be necessary.

5. PRINCIPAL DUTIES

- 5.1. Interview candidates that are relevant to Supervisor's department.
- 5.2. Complete the orientation process including the on-the-job training.
- 5.3. Supervises daily machine shop floor activities to efficiently allocate resources and coordinates the job on board, resources and materials to the right machinists.
- 5.4. Attend the shift briefing daily.
- 5.5. Collaborates with the Operations Manager to review and analyze the production, quality control, job scheduling maintenance, and operational issues to determine causes of nonconformity, production shortfalls, and operating concerns for remediation and implementation of appropriate corrective action. Derive with the solution
- 5.6. Ensures adherence to/compliance with company policies, rules and regulations, and reporting requirements relating to safety/health, performance standards, operating procedures, and processes.
- 5.7. Accountable for ensuring completion by all lathe machinists for post-production variance analyses and corrective action.
- 5.8. Process the ordering tool request to the Operation Manager.
- 5.9. Implements and train the machinists the maintenance and operating system of their assigned machine.
- 5.10. Report deficiencies and maintenance issues to Operation Manager for resolution, derive a plan to fit it. If the issue will involved cost, Operation Manager will report this through QID and discuss with the President.
- 5.11. Manages the machine shop consumable inventories.
- 5.12. Manage and motivate machinists to improve overall employee productivity and morale.
- 5.13. And all other duties that will require to fulfill the job or as designated by the Operations Manager.

6. MEASURE OF PERFORMANCE

- 6.1. Maintained good quality control measures so that any rework performed on completed jobs are minimized. Taking immediate action when issues arise.
- 6.2. Maintained client satisfaction at a high level, consistently. Informing the Operation Manager of any dissatisfaction and/or significant problem received from the client.
- 6.3. Ensure that all job safety policy records are strictly followed, and accidents are minimized.
- 6.4. Meet agreed-upon job schedules, metrics, and job profits goals are achieved for each job.
- 6.5. Process necessary paperwork promptly.
- 6.6. Maintain positive staff morale, culture, productivity, cooperation, and teamwork.
- 6.7. Showed initiative in taking on additional duties and responsibilities.
- 6.8. Will ask for guidance and direction from the Supervisor, as needed, when issues arise.
- 6.9. Showed good judgment in reporting significant issues or problems to the Supervisor.
- 6.10. Preserve company confidentiality.
- 6.11. Will maintain a positive attitude and cooperative working relationships with all other employees.
- 6.12. Performed all duties independently and expeditiously with minimal supervision and



demonstrate good planning skills.
6.13. Consistently displayed the ability to recognize and deal with priorities and/or issues.