

Employee Job Description

Job Title: Machine
Shop Supervisor



Job Summary

Supervise all work performed by machinists.

Perform machine and tool work on various mechanical assemblies.

Qualifications

Preferred minimum level of education/experience: high school diploma, plus five years of experience in all phases of machine work and one year of supervisory experience.

Special Skills

Ability to foster good employee/supervisor relations and build team effort.

Ability to promote strong company image with customers and vendors.

Physical Abilities

To perform this job successfully, an individual must be able to:

- Frequently lift and/or move up to 50 pounds; talk and hear.
- Regularly lift and/or move up to 25 pounds; stand; walk; use hands to finger, handle, or feel and reach with hands and arms.
- Occasionally lift and/or move more than 100 pounds; climb or balance and stoop, kneel, crouch, or crawl.
- Clearly see 20+ feet with or without corrective lenses. Have ability for close vision, distance vision, peripheral vision, depth perception, and ability to adjust focus.

Expanded Duties

Perform the same machine work as machinists.

Produce special drawings/illustrations to assist machinists in the department.

Sign off on weekly employee time.

Meet with manufacturers' representatives concerning department materials and equipment.

Test manufacturers' materials for suitability and serviceability.

Requisition equipment, supplies, and tools for Machine Department through Shop Lead Supervisor.

Complete all repair quotes for repair times.

Check all repair data gathered by technicians and helpers.

Schedule and prioritize all work to be performed by Machine Department, including starting times for personnel.

Comply with all company memos and distribute appropriate information to department personnel.

Help supervised employees understand and observe company rules and regulations, including proper safety procedures.

Observe all safety procedures and use proper protective gear (PPE); especially eye and ear protection.

Direct department personnel and other service center personnel in proper safety procedures.

Confer with other shop supervisors and office personnel to coordinate smooth work flow.

Conduct employee performance reviews for department personnel.

Carry out disciplinary actions in accordance with company policy.

Confer with Lead Supervisor/Shop Superintendent on matters as deemed necessary.

Direct machinists in proper maintenance of Machine Department.

Make sure that the proper tools and necessary equipment are available and in good condition to perform the required work efficiently.

Assure that all completed work meets *EASA AR100* and other quality-control criteria required by the company.

Perform other skilled or non-skilled duties as directed by Lead Supervisor/Shop Superintendent.

Perform outside field service repair or estimating work.