



**MACHINE SHOP LEADER**

**1<sup>ST</sup> SHIFT**

**Hours: 7:00 AM – 3:30 PM**

**Classification: Hourly**

**Starting Pay: \$30.00**

**Reports to:** Facilities Manager

**Overview:** To manage and supervise all persons and actions required of plant production equipment and machine shop.

**Duties and Responsibilities:**

- Setup and operate basic tool room equipment
- Operation of all gaging and inspecting tools
- Make and supervise the making of precision parts within specified tolerances
- Ensure maintenance inspections are performed as required
- Ensure work order and preventative maintenance computer system is maintained, including following and developing detailed work instructions
- Purchase all spare parts/necessary materials for plant production equipment
- Evaluates long-term needs in relation to major projects and machinery improvements
- Prioritizes support of production floor calls regarding quality, performance, and downtime
- Ensures equipment and furnishings are maintained in a safe, operable condition

**Job Prerequisites:**

- Ability to read and interpret CAD drawings
- Knowledge of CNC
- Good math skills
- Two-years of experience in all phases of tool room/machine shop
- Experience in estimating maintenance and repair costs is considered an asset
- Effective written and verbal communication skills
- Previous supervisor/management experience desired

**Education Requirements:**

- High school diploma or equivalent
- Two years of technical school or equivalent

**Physical/Mental Requirements:**

- High degree of mobility; full body movement
- Lifting up to seventy pounds
- Exposure to heat, dust, and oils
- High noise level