POSITION DESCRIPTION FOR:
CNC PRODUCTION SUPERVISOR

General Description of Job:  CNC Setup Machinist and CNC Production Supervisor over machine shop. Program, setup, and operate CNC Mill, CNC Lathe, CNC Swiss Lathe, CNC Router and other machine tools. Plans and oversees machine production. Applies knowledge of mechanics, shop mathematics, metal properties, and machining procedures to produce quality precision parts.

Duties, Tasks, Responsibilities:

- Review drawings and specifications of a particular product and plan the production process, including where and how to cut the work piece, the correct tools and materials for the job and the sequence of steps to follow in production of the product.
- Problem solve and make decisions on ways to decrease cycle times and efficiency of setups.
- Perform the machining operations, watch for problems in the production process, and check the accuracy of the finished piece against drawings using calibrated measuring tools.
- Stay current on machining technology by learning new techniques and learn how to operate new machines.
- Work as a team in the machine shop with tooling, inspection and other production and assembly departments.
- Safely run and maintain machines as needed.
- Assist in machine maintenance and repair.
- Inspect for quality in all aspects of different jobs.
- Clean work areas.
- Other duties as needed where skills match (assembly, maintenance, tooling).
- Help machine operators with problem solving, adjustments, and setups.
- Responsible for CNC Production Team performance
  - Lead and organize scheduling
  - Coordinate production jobs for efficiency
  - Analyze production priorities
  - Coordinate inventory requirements with assembly and sales departments
  - Enforce safety, quality, and company policy
Setup and trouble shoot machine operation
Inspect Bill of Material and Job Orders for completeness
Motivates team and sets a good example
Provides training, direction and daily feedback to team
Responsible for record-keeping and for team member performance appraisals and work goal meetings

Employees you communicate with about jobs: All machining, production & assembly employees. Depending on the job, communicate with the Manufacturing Manager, General Manager and engineering department, RSO, Quality Manager. Report directly to Machine and Tooling Manager.

Requirements/skills needed for job: Setup and operation ability of CNC Mills, Lathes, Swiss, Router and other machines. Programming and trouble-shooting experience. Detail-oriented, knowledge of shop math, machining, computers, communication, quality, safety, and team/independent working. The willingness to take on new skills and constantly trying to improve skills and abilities; positive attitude, people skills, organizational and communication skills, time-management and supervisory experience or equivalent.

Additional skills that are helpful but not required:

- Machine and manufacturing processes knowledge
- Material properties knowledge
- Tool & Die design/build experience
- MasterCam programming experience

Not a complete description; other duties and responsibilities as required and needed that arise. This job description in no way states or implies that these are the only duties to be performed by this employee. He or she will be required to follow any other instructions and to perform any other duties requested by his or her supervisor.