



# JOB DESCRIPTION

**Job Title:** Machine Shop Lead

**Location:** Clintonville

**Reports To:** Production Manager

**Department:** Machine Shop

## **Summary:**

The Machine Shop Lead will lead, train and supervise manual and CNC machine operators in daily responsibilities and procedure enforcement consisting but not limited to: required documentation, tool life maintenance, daily machine maintenance requirements, quality control adjustments, and machine error tracking. This position will also assure the department is operating in a safe, organized and clean work environment.

## **Principle Duties and Areas of Responsibility:**

- Acts as front line for direction, instruction and training of staff
- Works to manage the daily operations of assigned employee(s), assuring overall quality, productivity, and safety adherence
- Supports employee(s) by answering questions, assisting where needed and resolving problems at time of initial contact
- Utilizes various types of manual, numerically controlled, and computerized machine shop equipment to perform machining operations
- Sets up and operates a variety of machines including but not limited to: lathes, saws, milling centers and press brakes to perform multiple machining operations and ensure the proper utilization of equipment and material
- Adheres to company quality protocols and processes
- Perform job duties in an ethical, professional manner which is consistent with the H&S handbook
- Performs other related duties as assigned by management

## **Skills and Abilities:**

- Ability to work with minimal supervision
- General knowledge and understanding of forming parts
- Commitment to excellence and high standards
- Strong organizational, problem-solving, and analytical skills
- Ability to manage priorities and workflow
- Versatility, flexibility, and a willingness to work within constantly changing priorities with enthusiasm
- Acute attention to detail
- Proven ability to handle multiple projects and meet deadlines
- Ability to understand and follow written and verbal instructions

## **Qualifications:**

- Three or more years of related experience preferred but not required
- One or more years supervisory experience preferred but not required
- Knowledge of proper use of measuring tools/gauges and cutting tools
- Understanding and ability to read blueprints

**Direct Reports:** None



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### Physical Requirements:

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Use these codes to complete this section: "F" for frequently; "O" for occasionally; "N" for not at all.

#### Physical Activity

On the job the employee must:

- (F) Bend                      (O) Sit  
 (F) Squat                    (F) Stand  
 (O) Crawl                    (F) Walk  
 (O) Climb                    (F) Push/Pull  
 (F) Kneel  
 (F) Handle objects (manual dexterity)  
 (F) Reach above shoulder level  
 (F) Use fine finger movements  
 (F) Repetitive movement  
 (    ) Other \_\_\_\_\_

Must carry/lift loads of:

- (F) Light (up to 25lbs.)  
 (F) Moderate (25-50lbs.)  
 (O) Heavy (over 50lbs.)

#### Physical Ability:

- Vision:                       Good  
 Color Vision:               Normal  
 Hearing:                       Normal  
 Talking/Speech:             Good

#### Physical Exposure

On the job the employee:

- (F) Is exposed to moderate or excessive (circle) noise  
 (F) Is around moving machinery  
 (F) Is exposed to marked changes in temperature and/or humidity  
 (F) Is exposed to dust  
 (O) Is exposed to fumes  
 (O) Drives motorized equipment  
 (O) Works in confined quarters  
 (N) Unprotected heights  
 (    ) Other \_\_\_\_\_

#### Acceptable Minimum

- Poor                       Blind  
 Impaired  
 Moderate Loss             Deaf  
 Fair                       Mute



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**APPROVALS:**

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*Adam Lorge, Manager*

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Date

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Human Resources

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Date

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*The above is intended to describe the general content of and requirements for the performance of this job. It is not to be construed as an exhaustive statement of duties, responsibilities or physical requirements. Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

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