



**Position Title:** Machine Shop Manager  
**Reports To:** Chief Operating Officer  
**Amount of Travel Required:** Minimal  
**Positions Supervised:** Area Supervisors

**Job Status:** Full-time  
**Work Schedule:**  
M-F - Normal business hours  
(additional hours as required)

## ESSENTIAL FUNCTIONS

- Plans, organizes, directs and runs optimum day-to-day production operations to exceed our customers' expectations
- Increases production, asset capacity and flexibility while minimizing unnecessary costs and maintaining current quality standards
- Responsible for labor planning, production output, product quality and on-time shipping
- Responsible for ensuring that the Area Supervisors are capable of leading their teams and consistently delivering their goals.
- Influences the outcomes of the Area Supervisors and the Second Shift General Supervisor. Indirectly responsible for other machining employees in these areas.
- Gathers and analyzes information from appropriate sources to monitor and improve actual hours' performance to estimate, setup and run time efficiency, quality and on-time production and delivery of product to customers.
- In coordination with the Area Supervisors, evaluates talent and strengthens the team as required.
- Participates in the development of policies, procedures and goals; Communicates expectations; ensures accountability and enforcement of all Company policies, standards and values.
- Leads safety efforts both by example and by enforcement of all Safety Rules, Policies and Procedures
- Develops production metrics, effectively communicates expectations, adheres to and monitors the performance based on those metrics.
- Ensures that employees are maximizing uptime on machines, applying principles of continuous improvement and maximizing the capacity of each machine cell.
- Conducts annual and periodic performance evaluations for Supervisors and assists Area Supervisors with employee performance reviews in complex situations. Makes recommendations for personal development and additional training opportunities.
- Provides all employees with the necessary materials, information, training and motivation to be successful.
- Follows and promotes 6S procedures.
- Is a member of the Operations Leadership Team and works together with this team to develop and execute operations strategies.
- Responsible for departmental budgets and is a key source of information and decision making for large capital expenditure recommendations.
- Plays a key role in the process of assessing potential hires and hiring/firing decisions for machining/plant personnel.
- Maintains a favorable working relationship with all other company employees to foster and promote a cooperative and harmonious working climate which will be conducive to maximum employee morale, productivity, and efficiency/effectiveness.
- Projects a favorable image of the company with the public and in the public that reflects our success, our values and our integrity.

- Keeps the Chief Operating Officer fully informed of all problems or unusual matters of significance and takes prompt corrective action where necessary, suggesting alternative courses of action which may be taken.
- Performs all necessary supervisory functions to effectively and efficiently manage the personnel assigned, including work, performance, expectations and compensation.
- Establish daily Area Supervisor work standards and provide performance reviews and coaching where necessary to bring all the Area Supervisor's technical and leadership skills to expected standards.
- Work in collaboration with Area Supervisors and other company leaders to establish shop floor/machining standard work practices, technical and behavioral expectations, training programs, and performance metrics in support of the company True North.
- In conjunction with Quality and Continuous Improvement establish practices, metrics and accountabilities that drive a culture focused on safety, accountability and achievement of key metrics and continual improvement.
- Work with Human Resources to develop and execute performance review/management processes that are effective in coaching and improving performance of shop floor machining personnel and can be managed in typical situations by the Area Supervisors.
- Work across departmental lines, focusing on process improvement and shared responsibility for meeting company objectives.
- Act as a change agent who is willing to respectfully challenge established norms and drive shop floor performance to our True North.
- Develops individuals for future advancement.
- Leads in a professional manner with honesty, integrity, humility and service.
- Performs other duties and responsibilities as required or requested.

## **POSITION QUALIFICATIONS**

### Education:

- High School Graduate
- Additional education or equivalent work experience in low volume and high mix technical manufacturing, people leadership, continuous improvement and cultural development skills.

### Experience and Skills:

- A minimum of 5 years manufacturing operations leadership experience in a low volume, high mix technical manufacturing environment.
- Previous machining experience and machine shop floor leadership experience is highly preferred.
- Established track record of driving continuous improvement through the use of continuous improvement tools such as Lean and or Six Sigma.
- Appropriate and relevant people leadership experience in a similar size organization.
- Adequate knowledge of basic business and management principles (budgeting, operations planning, resource allocation and human resources)
- Familiarity with industry standard equipment and technical expertise
- Advanced computer skills, ERP, Microsoft Suite (Outlook, Word, Excel, etc.)
- Excellent written and verbal skills
- Strong mechanical aptitude, people skills and organizational skills

Core Competencies:

- **Manages Complexity** – Making Sense of complex, high precision and sometimes contradictory information to effectively solve problems.
- **Decision Quality** – Making good and timely decisions that keep the organization moving forward.
- **Resourcefulness**– Securing and deploying resources effectively and efficiently.
- **Plans and Aligns** – Planning and Prioritizing work to meet commitments aligned with the organizational goals.
- **Ensures Accountability** – Holding self and others accountable to meet commitments.
- **Drives Results** – Consistently achieving results, even under tough circumstances.
- **Collaborates** – Building partnerships and working collaboratively with others to meet shared objectives.
- **Builds Effective Teams** – Building strong-identity teams that apply their diverse skills and perspectives to achieve common goals.
- **Being Resilient** – Rebounding from setbacks and adversity when facing difficult situations.
- **Talent Building** – Ability to recruit, develop, and improve talent to be effective in current roles and in support future demands.
- **Instills Trust** – Gaining the confidence and trust of others through honesty, integrity, humility, authenticity and service.
- **Drives Engagement** – Creating a climate where people are motivated to do their best to help the organization achieve its objectives.
- **Leads by Example** – Sets the standard for professional behavior that reflects the desired culture of the organization.
- **Organizational Intelligence** – Develops a thorough understanding of the functioning of the business and applies that knowledge to advance the organization’s goals.
- **Change Agent** – Promotes and supports new ways of doing things within the company.