**Working Supervisor**

**About this job**

**Summary**

Supervises and coordinates activities of workers engaged in operating variety of machines to manufacture parts or products. Opens Shop for third shift work. Assists work crew in starting the shift’s production. Performs production on waterjet, CNC, or manual cells while supervising the rest of night shift crew.

**Job description**

**Responsibilities include, but not limited to:**

* Interprets specifications, blueprints, and job orders to workers, and assigns duties.
* Plans flow of materials through department and develops physical layout of machines according to work orders.
* Interfaces with others in the organization to ensure customer deadlines are met.
* Directs workers in adjusting machines and equipment to repair products which fail to meet standards.
* Establishes or adjusts work procedures to meet production schedules.
* Analyzes and resolves work problems or assists workers in solving work problems.
* Maintains time and production records.
* CNC & manual horizontal mills & lathes and waterjet operation experience.
* Able to perform minor edits to waterjet machine (speeds, feeds, etc)
* Comprehend M&G code as well as Conversational
* Understand Speeds and Feeds for different types of material
* Ability to quickly react to non-conforming parts as they occur
* Ability to produce parts within tolerances
* Ability to measure, cut, or work on items with great accuracy
* Able to proficiently read measuring instruments (calipers and scales), blueprint and drawings.
* Deburr parts
* General housekeeping and organization to make sure areas stay clean and organized
* Tool touch offs and wear offsets
* General mechanical assembly or fabrication skills
* Able to operate forklift
* Able to lift 50 lbs

**Desired Skills & Experience**

* Ability to work independently with little or no supervision
* Multi-tasking, strong organizational, and time management skills
* Ability to maintain a steady pace working in a manufacturing environment involving bending, kneeling, lifting and other positions up to 12 hours per day
* Must be detail-oriented
* Good attendance and be on time ready to work
* Six months to one year related experience and/or training.
* Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence.
* Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.
* Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

**Competencies**

Problem Solving - Identifies and resolves problems in a timely manner; gathers and analyzes information skillfully; develops alternative solutions; works well in group problem solving situations; uses reason even when dealing with emotional topics.

Oral Communication - Speaks clearly and persuasively in positive or negative situations; listens and gets clarification; responds well to questions; demonstrates group presentation skills; participates in meetings.

Teamwork - Balances team and individual responsibilities; exhibits objectivity and openness to others' views; gives and welcomes feedback; contributes to building a positive team spirit; puts success of team above own interests; able to build morale and group commitments to goals and objectives; supports everyone's efforts to succeed.

Dependability - Follows instructions, responds to management direction; takes responsibility for own actions; keeps commitments; commits to long hours of work when necessary to reach goals; completes tasks on time or notifies appropriate person with an alternate plan.

Team Leadership - Fosters team cooperation; defines team roles and responsibilities; supports group problem solving; ensures progress toward goals; acknowledges team accomplishments.

Judgement - Displays willingness to make decisions; exhibits sound and accurate judgment; supports and explains reasoning for decisions; includes appropriate people in decision-making process; makes timely decisions.

**Education and/or Experience**

One to two years related experience and/or training; or equivalent combination of education and experience.

**Physical Demands**The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

**Work Environment**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate.

**Work Schedule**

The work schedule will be 11:00pm Sunday night into Monday morning 7:00am to begin the work week. Five 8 hour days will be required with the flexibility to work Saturdays. A discretionary schedule to work four 10 hour days will be considered. This work schedule would be 9:00pm Sunday night into Monday morning 7:00am to begin the work week. The night shift work hours will include normal breaks plus a paid 30-minute meal break.