



Job Description

Position Title	Department	Reports to
CNC Area Lead	Manufacturing	Manufacturing Supervisor
Employment Status	FLSA Status	Effective Date
<input type="checkbox"/> Temporary <input checked="" type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time	<input checked="" type="checkbox"/> Non-Exempt <input type="checkbox"/> Exempt	January 2024

POSITION SUMMARY

The CNC Area Lead provides hands-on oversight to employees in the Machine Shop under the direction of the Manufacturing Supervisor. Responsibilities include training employees, assigning, and directing work; addressing complaints, resolving problems, and communicating between shifts to ensure smooth workflow. The Machine Shop Lead works in a manufacturing environment performing a multitude of roles in the production shop, primarily focused on supporting team members in the set up and operation of CNC milling machines and performing secondary machining operations, all towards delivery of a timely and high-quality product to our customers.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The essential functions include, but are not limited to the following:

- Lead responsibilities, such as:
 - Orienting and training employees.
 - assigning and directing work.
 - addressing complaints.
 - resolving problems.
 - communicating between shifts to ensure smooth workflow.
 - providing feedback on shift performance and employee performance to management.
- Interpret specifications, prints, job orders, and perform work as required.
- Set up and operate all equipment, including the CNC machines (Haas), vertical mill, programmable cold saw, and other machines, creating parts as the production plans require.
- Set up and perform all secondary machining or other tasks as required to create components ready for assembly.
- Programming of CNC machines to the level dictated by the Leads experience.
- Inspect materials, products, or equipment to detect defects or malfunctions.
- Perform all production tasks as required, including fabrication, assembly, programming, machine operation, packing and inspection.
- Maintain quality standards, process parameters, and other indicators to ensure that all components and finished products conform to quality standards.
- Embrace and comply with all safety and employee regulations.
- Maintain the cleanliness of the machines, equipment, and shop in general on a continuous basis.
- Operate a fork-lift. Load and unload trucks as needed.

- Maintain a safe, clean and well-organized production work environment through consistent application of 5S.
- Perform all other duties as assigned.

MINIMUM QUALIFICATIONS (KNOWLEDGE, SKILLS, AND ABILITIES)

- Above-average experience with CNC milling machine setup (Haas preferable), operation, tooling and machining parameters; programming experience and/or training.
- Associate's degree or equivalent, over a year experience and/or training, or equivalent combination of education and experience required.
- Able to read and accurately interpret production drawings and shop floor instructions.
- Prior experience in a leadership/coaching position.
- Possess strong interpersonal skills to work effectively in a collaborative team environment.
- Individual contributor who possesses initiative, a high energy work ethic, and ability to contribute to a high-performance team.
- Judgment to lead team members with minimal supervision; use resources effectively and notify supervisor for issues requiring higher level intervention.
- Strong verbal communication and interpersonal skills to interact effectively with managers, customers, suppliers, and other employees. Expresses ideas and thoughts verbally; exhibits good listening and comprehension; keeps management team and employees informed.
- 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.
- Looks for ways to improve and promote quality; demonstrates accuracy and thoroughness.
- Sets and achieves challenging goals; demonstrates persistence and overcomes obstacles.
- Observes safety and security procedures; reports potentially unsafe conditions; uses equipment and materials properly.

PHYSICAL DEMANDS AND WORK ENVIRONMENT

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the functions. While performing the duties of this position, the employee is regularly required to talk or hear. The employee frequently is required to use hands or fingers, handle or feel objects, tools, or controls. The employee is occasionally required to stand; walk; sit; and reach with hands and arms. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this position include close vision, distance vision, and the ability to adjust focus. The noise level in the work environment is usually low to moderate.

NOTE

This job description in no way states or implies that these are the only duties to be performed by the employee(s) incumbent in this position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by any person authorized to give instructions or assignments. All duties and responsibilities are essential functions and requirements and are subject to possible modification to reasonably accommodate individuals with disabilities. To perform this job successfully, the incumbents will possess the skills, aptitudes, and abilities to perform each duty proficiently. Some requirements may exclude individuals who pose a direct threat or significant risk to the health or safety of themselves or others. The requirements listed in this document are the minimum levels of knowledge, skills, or abilities. This document does not create an employment contract, implied or otherwise, other than an "at will" relationship.

Reviewed with employee by

Signature: _____ **Name (print):** _____

Title: _____ **Date:** _____

Received and accepted by

Signature: _____ **Name (print):** _____

Title: _____ **Date:** _____

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