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| **Position Title: LATHE SUPERVISOR**  **Reports To:** Operations Manager  **Amount of Travel Required:** Minimal  **Positions Supervised:** Lathe Machinists | **Job Status:**  Full-time  **Work Schedule:**  1st Shift Standard Schedule;  *(additional hours and flexibility to support 2nd shift as required)* |

**POSITION SUMMARY**

Ensures that all safety rules and procedures are followed. Responsible for supervising and coordinating department to meet or exceed customer expectations. Builds a skilled and engaged team through training, coaching, creating a positive work environment, and serving as a role model in both technical skills and behavior. Collaborates with other A to Z teams and departments to effectively deliver quality parts on-time and meet both internal and external customer requirements.

**ESSENTIAL FUNCTIONS**

Technical

* Oversees workflow in the area. Working with Leads & Shop Floor Coordinator, ensures jobs are planned between own area and other shop areas to optimize efficiencies, team member performance, and machine performance.
* Participates in and is responsible for team member scheduling and vacation monitoring/approval to meet operational needs.
* Continuously monitors and identifies opportunities to enhance or provide additional training to team members. Leads Tool Box Talks for both 1st shift and 2nd shift.
* As new machines are purchased, builds expertise in optimization of machine performance. Develops plans to train team members.
* Provides effective handoff from 1st shift to 2nd shift.
* Works in partnership with Customer Managers, planning and quoting work done in area as applicable.
* Develops and participates in building an environment of continuous improvement. Identifies, develops, and implements improvements in efficiency, cycle reduction and cost savings ideas in partnership with the Quality & Continuous Improvement Manager, Operations Manager and 2nd Shift Supervisor.

Leadership and Culture

* Evaluates talent on both shifts through completion of the performance review process for team members, partnering with the Quality & Continuous Improvement Manager, Operations Manager, and 2nd Shift Supervisor.
* Identifies and helps develop individuals who demonstrate ability, desire and capacity to take on more. Participates in developing plans to build skills and strengthen performance of team members.
* Communicates regularly with team members on both shifts providing regular positive reinforcement and appropriate and constructive coaching as needed.
* Brings ideas and challenges to the forefront with Quality & Continuous Improvement Manager, Operations Manager, and 2nd Shift Supervisor, and engages with them in problem solving and resolution.
* Supports company decisions and works together with leadership and other supervisors to communicate decisions clearly.
* Serves as a role model, conducting himself/herself in a professional manner, striving to increase team member engagement and retention across A to Z organization.
* Fosters an environment that values teamwork, personal growth, and accountability.
* Maintains a positive presence on the floor for team members to identify with.
* Maintains open and informal lines of communication for employees to express concerns and ideas.
* Leads in a professional manner with honesty, integrity, humility, and service.

Safety, Quality and 6S

* Actively works with Team Members to ensure Safety policies and practices are understood, respected and followed. Coaches team members as appropriate. Works closely with Safety Manager to ensure department is consistently meeting all Safety regulations, rules, and laws.
* Ensures quality plans are created and implemented. Actively works with Team Members to ensure quality processes are followed and quality standards are met. Responsible for ensuring NCR’s are initiated when quality issues arise.
* Responsible for implementation and continued adherence to 6S policies and practices in area. Coaches team members as appropriate.

Lathe Supervisor may also be assigned addition duties or projects from the Operations Manager as needed.

**POSITION QUALIFICATIONS**

Education:

* High School Diploma or Equivalent
* Associates Degree or equivalent combination of technical training and work experience in Machining.

Experience:

* Five or more years of relevant experience and progressive responsibilities
* Two or more years of supervisory experience

Skills & Other Qualifications:

* Basic computer skills using ERP (enterprise resource planning) system and the Microsoft Office Suite (Outlook, Word, Excel, etc.)
* Excellent listening skills
* Excellent verbal and written communication skills
* Ability to build strong, positive relationships both internally and externally
* Strong problem-solving skills including using support, collaboration, and inspirational skills to empower and build confidence in decision makers on the shop floor.
* Ability to build strong customer relationships and deliver customer centered solutions.
* ***Decision Quality*** – Proven ability to make good and timely decisions that keep the organization moving forward.
* ***Action Oriented*** – Takes on new opportunities and tough challenges with a sense of urgency, high energy, and enthusiasm.
* Able to plan and prioritize work to meet commitments aligned with the organizational goals.
* Holds self and team members accountable to meet quality standards and deadlines, as well as demonstrate positive, supportive behavioral traits.
* Strong ability to develop people to meet their individual career goals and the business needs.
* Proven leader who creates a climate where people are motivated to do their best to help the organization achieve its objectives.
* ***Instills Trust*** – Gains the confidence and trust of others through honesty, integrity and authenticity.

**PHYSICAL DEMANDS**

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|  |  | **Lift/Carry** |  |
| Stand | F (Frequently) | 10 lbs or less | O (Occasionally) |
| Walk | F (Frequently) | 11-20 lbs | O (Occasionally) |
| Sit | O (Occasionally) | 21-50 lbs | O (Occasionally) |
| Handling/Fingering | F (Frequently) | 51-100 lbs | O (Occasionally) |
| Reach Outward | O (Occasionally) | Over 100 lbs | N (Not Applicable) |
| Reach Above Shoulder | O (Occasionally) | **Push/Pull** |  |
| Climb | O (Occasionally) | 12 lbs or less | O (Occasionally) |
| Crawl | O (Occasionally) | 13-25 lbs | O (Occasionally) |
| Squat or Kneel | O (Occasionally) | 26-40 lbs | O (Occasionally) |
| Bend | O (Occasionally) | 41-100 lbs | O (Occasionally) |

**N (Not Applicable)** Activity is not applicable to this occupation.

**O (Occasionally)** Occupation requires this activity up to 33% of the time (0 – 2.5+ hrs/day)

**F (Frequently)** Occupation requires this activity from 33% - 66% of the time (2.5 – 5.5+ hrs/day)

**C (Constantly)** Occupation requires this activity more than 66% of the time (5.5+ hrs/day)

**Other Physical Requirements**

Vision (Near, Distance, Depth Perception, Peripheral)

Sense of Sound (Within normal range)

Sense of Touch

Ability to wear Personal Protective Equipment (PPE): (Safety glasses, steel toe boots/shoes, and gloves as needed)

**WORK ENVIRONMENT**

*99% Indoor work; 99% temperature regulated*