

**Job Title:** Machinist/Shift Lead

**Department:** Machine Shop

**Wage Classification:** Hourly

Revised Date: 05/13/20

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## JOB SUMMARY

The Machine Shop Shift Lead position involves operating CNC Milling Machines, Bridgeport machines, turret lathes, drill presses, saws, pedestal grinders, punch presses, etc., some setups may be required. Responsible for the quality and quantity of work performed under their charge. Ensures the assigned work is completed in a timely manner. This includes assigning and explaining daily tasks to all second shift associates, monitoring work progress and compliance with policies and procedures and training and assisting as needed. Working hours will overlap shift change to facilitate work in progress transition with First Shift Supervisor.

## GENERAL EMPLOYMENT REQUIREMENTS

- High school diploma or GED required.
- Minimum of five years precision machining/maintenance experience is preferred or an Associate Degree in Machining.
- Strong supervisory and leadership skills with the ability to effectively train others.
- Reliable/excellent attendance record.
- Excellent organizational skills and attention to detail.
- Strong analytical and problem-solving skills.
- Able to work cooperatively with co-workers
- Adherence to personal protection requirements (safety glasses, etc.) and to general company policies and quality procedures.
- Forklift Driver Certification
- Valid Michigan driver license
- Excellent basic math skills (adding/subtracting/dividing/multiplying)
- Ability to operate a personal computer running a Windows environment and use manufacturing software in an AS-400 session.
- Flexibility to work at various machine stations as production mix changes.
- Ability to use precision measuring equipment.
- Ability to read process sheets and parts prints.

## SPECIFIC JOB FUNCTIONS

Following are some of the principal job functions. However, other duties and activities may be required in performance of this job:

- Work from part prints and process sheets to plan sequence of operations.

- Select proper work holding jigs, fixtures, and other devices.
- Select proper cutting, knurling, burnishing and other tooling.
- Determine proper speeds and feeds and set machine accordingly.
- Be able to make normal machine shop mathematical calculations and use shop tables and data.
- Use precision measuring equipment and fixed and adjustable gauging equipment.
- Load and unload machine for each production cycle.
- Make on-going machine adjustments to hold tolerance, based on tool wear, machine drift or part variability.
- Measure parts produced to maintain required quality and maintain required quality recordings.
- Perform basic machine maintenance, e.g., oils and lubes, machine wear adjustments, replace wear items such as V-belts, etc.
- Clean machine of chips, splashed oil, and other debris at end of shift or when a machine job is finished during shift.
- Properly select the correct tooling to complete the machined part
- Identify non-conformances during inspection of component parts and properly document such non-conformances
- Record an accurate log of job times and specifications for audit reports
- Maintain clean equipment, tools, and work area

#### PHYSICAL JOB REQUIREMENTS

- Lifting up to 50 lbs with no restrictions
- Negative drug screen
- Vision, with or without correction, must be adequate to perform the required job functions
- Must be able to access all areas of the facility to determine needs

#### WORK ENVIRONMENT

- This job operates in a professional office environment. This role routinely uses standard office equipment such as computers, phones, photocopiers and filing cabinets. The employee is occasionally exposed to a variety of extreme conditions. The noise level in the work environment can be loud.

Reasonable accommodations may be made to enable individuals with disabilities to perform the specific job functions.