



JOB TITLE:	Machine Shop Supervisor	RATE OF PAY:	\$65,000 - \$85,000 annually
DEPARTMENT/GROUP:	Manufacturing Administration	SCHEDULE:	Full Time
Position Type:	Full Time 40+ hours per week	DATE POSTED:	12.20.2024
APPLICATIONS ACCEPTED BY:			
FAX OR EMAIL: Fax number: 585-494-8371 E-mail: hr@libertypumps.com		MAIL OR IN PERSON: Liberty Pumps 7000 Apple Tree Avenue Bergen, New York 14416 Attn: Human Resources	
JOB DESCRIPTION			

Qualifications and Education Requirements

Familiar with machine tools, machine shop equipment & operation. Understanding of tooling, fixtures, & processes related to a machine shop environment. Proficient with drawings & inspection processes related to machining operations. Ability to demonstrate mechanical aptitude for equipment & machinery troubleshooting and repair. Knowledge of lean concepts is necessary. Must be quality & customer driven to ensure fit, finish, & appearance of all parts processed in the machine shop & powder coat areas.

Summary of the Position

The Supervisor of the machine shop department oversees the development and implementation of the manufacturing processes and department projects to maintain proper product functionality as well as cost efficiency; ensures that the department works together cohesively; leads and directs the work of assignments of the department to include the tool room activity.

Essential Responsibilities

1. Interview, hire, train, and coach new members.
2. Conduct annual performance reviews and provide continual feedback on both positive and negative performance.
3. Identify employees' skills and develop them by coaching and counseling employees regularly.
4. Responsible for all operator training and maintaining the training records.
5. Willingness to spend a percentage of time each month with the 2nd and 3rd shifts.
6. Submit weekly timecards and approve time off requests.
7. Priority with maintaining safety and ergonomic initiatives. Work with Manufacturing Engineers and or the Safety & Occupational Health Specialist to help design protective equipment or safety devices for the department to eliminate occupational hazards.

8. Plan schedules, staff, and department utilization based on anticipated production requirements.
9. Communicate frequently with appropriate department members to guide department activities and solicit feedback.
10. Maximize productivity of personnel; monitor set-up times; continuously improve efficiency throughout the area.
11. Conduct team meetings, by sharing data that is collected over the month/year, communicate safety issues/concerns within the department, and any other pertinent member information.
12. Champion continuous improvement to maximize the productivity and efficiency of the departments.
13. Organize and monitor department and Tool Room projects.
14. Promote the 6S Program to ensure department safety and continuous improvement. May identify, plan, and facilitate 6S improvement events within the department.
15. Closely monitor and refine as necessary the kanbans and reorder system.
16. Work closely with vendors of hand tools, perishable tooling, equipment, repairs, etc.
17. Maintain all documentation related to Machine Shop operations.
18. Verify performance of all preventive maintenance activities.
19. Budget development.
20. Conduct root cause analyses with problems that lead to scrap, repair, or loss in efficiency.
21. Run a monthly scrap report and post graph to help operators see how the department is doing.
22. Monitor quantities of supplies and communicate to Purchasing when more product is needed.
23. Work closely with Engineering when creating or updating inspection forms.
24. Responsible for documenting work instructions, forms, and any other necessary documents for the department to run as required.
25. Confer with other Supervisors/Managers outside of the shipping department to ensure coordination of other functions such as production, inventory management, and quality assurance.
26. Active participant of the Leadership Team. The leadership team is responsible for aggressively supporting safety within the workplace and will take steps for making sure that all members comply with safety rules and regulations. The leadership team has the authority to take disciplinary action as set forth in our progressive discipline policy.
27. You will be expected to operate according to ISO 9001 requirements.
28. Held responsible and accountable to follow safety guidelines, maintain a clean and organized work area, and use good safety judgment. Expected to report all unsafe activities and conditions to the Supervisor and/or Safety Representative.
29. This job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the member for this job. Duties, responsibilities, and activities may change at any time with or without notice.

Experience/Skills/Abilities

Minimum 3 years' experience in a supervisory role with proven leadership qualities, or relevant leadership experience in a manufacturing environment. Ability to read, interpret, edit or create documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Advanced understanding of mechanical systems and ability to interpret drawings and schematics. Ability to speak effectively before groups of customers or employees of the organization. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations. Ability to define problems, collect data, establish facts, and draw valid conclusions. Proficient personal computer skills including electronic mail, record keeping, routine database activity, word processing, spreadsheet, graphics, etc. Handle multiple projects simultaneously. Willing to work in a team environment. Self-motivated, capable of taking direction as well as working with minimal supervision.

Physical Requirements

Moderate physical activity performing somewhat strenuous daily activities of a primarily production/technical nature. Manual dexterity sufficient to reach/handle items, works with the fingers, and perceives attributes of objects and materials. Close vision (clear vision at 20 inches or less). Color vision (ability to identify and distinguish colors).

Working Conditions

Well-lighted, heated, and/or air-conditioned indoor office/production setting with adequate ventilation. Moderate noise (examples: business office with computers and printers, light traffic).

Additional Notes:

Employment is contingent upon successful completion of a physical and drug test.

Equal Opportunity Employer/ Protected Veterans/Individuals with Disabilities