



<https://vo-tech.net/job/shop-supervisor/>

## Full-Time Machine Shop Supervisor

### Description

Vo-Tech, a growing manufacturing company of over 20 years, is seeking a full-time 1st shift Machine Shop Supervisor to supervise and oversee shop floor employees and activities. The Supervisor continually improves shop workflow and tasks to optimize productivity. The Supervisor ensures jobs are meeting timelines and communicates effectively across all departments.

### Responsibilities

- Coordinate shop activities with other departments
- Work alongside machine operators to ensure finished parts meet quality and functionality criteria as expected
- Confirm that all tools and setup components are prepared before the job starts
- Monitor shop floor productivity by completing time cycle checks daily
- Evaluate, identify, and implement process improvements to optimize quality, productivity, and cost
- Ensure clear communication during turnovers and jobs assignments
- Prepare filler jobs and runs them as needed
- Hold pre-job briefings and post-job debriefs as needed
- Oversee safe operations by adhering to safety procedures and regulations
- Manage the organization of tooling and other equipment
- Communicate company values & reviews safety protocols with shop employees
- Monitor employees' time input into JobBoss accurately (WS driver)
- Use JobBoss Reports to verify time audits and scheduling
- Provide training to advance skills of shop floor personal
- Implement & encourage shop staff development initiatives
- Oversee the shop/machine maintenance, including preventative measures
- Maintain expert knowledge of industry "best practices"; implement when applicable
- Document all shop Incidents – includes machines, tooling, and shop floor employees
- Oversee the floor employees, including one-on-one performance evaluations and feedback.
- Handles disciplinary/affirming action with employees when necessary

### Qualifications

#### • Required Qualifications

- Bachelors or Associates Degree
- Mastercam Programming (3-4-axis)
- 10+ years experience in machining, programming, setup, troubleshooting, measuring tools, reading blueprints
- 5+ years experience developing manufacturing/production processes for machined components
- Knowledgeable in workholding, fixturing, and cutting tool selection &

### Hiring organization

Vo-Tech, Inc.

### Employment Type

Full-time

### Industry

Machining Manufacturing

### Job Location

1145 Mitchell Ct, 60014, Crystal Lake, IL, US

### Working Hours

Salary Based Position

### Base Salary

\$ 85000 - \$ 95000

### Date posted

May 10, 2021

### Valid through

01.01.2026

specifications

- Experience with MS Office Software (Outlook, Excel, Word)
- Excellent Communication Skills
- Outstanding leadership skills and willingness to lead and take charge
- Effective time management skills

## **Preferred Qualifications**

- 3 or more years supervising employees
- Mastercam Programming (5-axis)
- Experience with Haas CNC Milling and Lathes
- Experience with Wire EDM
- Manual machining experience
- Experience with Job-Boss (ERP System)
- Experience with ISO Quality

## **Job Benefits**

- Salary Range (\$85,000-95,000/yr.) DOE. Bonuses are based on company profitability.
- Excellent benefits package including health, dental, vision, life, STD, LTD
- In-house fitness center
- Well established (24 years) company and continuing to grow
- Friendly and collaborative working environment, clean and temperature-controlled shop

## **Contacts**

**Please send email inquiries with resumes in Word or PDF as attachments to [careers@vo-tech.net](mailto:careers@vo-tech.net) with the subject "Shop Supervisor"**