

JOB DESCRIPTION

Title: Machine Shop Supervisor

Location: Boonton, NJ

About us:

Bio-Chem designs and manufactures high performance pump and valve solutions for leading instrumentation OEMs in the global Clinical Diagnostics, Analytical Chemistry, Water Quality and Medical Device markets.

Mission:

The Machine Shop Supervisor is responsible for ensuring the safety, quality and productivity of the Machine Shop. The Machine Shop Supervisor will prepare work schedules, assign work and lead machine shop team.

Key Responsibilities and Accountabilities

- Ensure the overall quality, productivity, and safety of the department
- Ensure work is completed in a timely fashion to meet customer demand
- Provide leadership to the Machine Shop team
- Programming, program selection and program editing on CNC equipment
- Interpret engineering drawings to manufacture parts using CNC machinery
- Ability to make correct tool selection for parts manufacture
- Complete production related paperwork
- Conduct inspection and testing on components
- Audit job performance and quality
- Train and induct new employees
- Report on the operational performance of the department
- Initiate, and lead, lean and continuous improvement activities for the department
- Maintain an ISO 9001 compliant working environment
- Ensure departmental adherence with company quality management systems
- Manage the upkeep of machinery and equipment
- Oversee prototype builds
- Attend management meetings as and when required
- Other duties as assigned

Qualifications:

- High School diploma or equivalent
- 2 – 5 years Manufacturing experience required
- Experience of managing an ISO 9001 environment
- Supervisory Experience
- Strong written communications skills
- Proficient in Microsoft Office Suite

Supervisory Responsibility

This position has supervisory responsibilities.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is regularly required to sit or stand. The employee is frequently required to use hands to finger, handle, or feel objects, tools, or controls and to climb or balance. The employee is occasionally required to walk; reach with hands and arms; stoop, kneel, crouch or crawl; and talk or hear.

The employee may occasionally be required to lift and move up to 50 pounds. Specific vision abilities required by this job include close vision, peripheral vision, depth perception and the ability to adjust focus.

Position Type/Expected Hours of Work

40 hours a week, Monday through Friday

Travel

This position may require some travel

Other Duties

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.