

11/7/2022

## **AndyMark, Inc.**

**Position:** Machining Team Leader, Second Shift

**Reports to:** Manufacturing Manager

**Supervisory Responsibility:** This position supervises Machine Shop employees

**Job Summary and Key Objectives:** This position leads the operations for the machine shop and equipment during our regular second shift. They will be responsible for providing quality products to AndyMark operations and our customers. This position may train AndyMark employees on equipment in the Machine Shop and ensure that all safety measures are in place and being utilized. This position works closely with all shifts, and the manufacturing manager to ensure any and all maintenance issues, and tooling needs are quickly identified. This role will utilize our inventory management system to ensure proper work flow is followed and other duties as assigned.

**Key Responsibilities and Tasks:** *Reasonable accommodations may be made to enable individuals with disabilities to perform the responsibilities and tasks.*

- Manage in-house fabrication processes during our second shift
- Follows outgoing fabricated product quality assurance processes
- May provide on the job training for Machine Shop equipment
- Assists with identification of new tooling fixtures, and equipment that needs to be created or purchased
- Helps to lead the Machine Shop in AndyMark safety processes
- Operates shop equipment and performs finishing tasks on products
- Tracks shop equipment uptime and performance metrics
- Helps to keep shop area clean and organized
- Performs other duties as assigned

### **Required Skills and Abilities:**

- Able to follow directions, work independently and with minimal supervision
- Able to demonstrate effective time management
- Ability to use measurement tools common to the industry; calipers, micrometers etc.
- Able to work on multiple projects in the same day
- Confident with use of power tools and CNC equipment
- Personable and easy to work within a team environment

### **Education and Experience:**

- Manual machine experience including lathe and mill

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- Knowledge of CAM platforms is a plus
- Experience in set-up of CNC and manual machining equipment
- Have a general knowledge of machine maintenance
- General PC knowledge
- Knowledgeable in quality control
- Leadership experience is a plus

**Shift:** 2nd Shift

**Work Environment:** This position operates in a professional office environment within the AndyMark warehouse. By working in the warehouse, the employee is regularly working in different seasonal warehouse temperatures. This role routinely uses standard office equipment such as computers, phones, photocopiers, and is required to use the assembly area for production of products. The employee may be exposed to fumes or airborne particles, moving mechanical parts, and vibration. The noise level in the work environment can be loud.

**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 talk or hear. The employee frequently is required to sit, stand; walk; use hands to finger, handle or feel objects or tools; and reach with hands and arms. This position required frequent lifting, pushing, pulling objects that are 85 pounds or heavier with or without assistance.

Specific vision abilities required by this job include close vision, peripheral vision, depth perception and ability to adjust focus.

**Travel:** This position requires 0-10% travel, based upon the needs of the company.

**EEO/AAP Statement:** *AndyMark, Inc. provides equal employment opportunity to all individuals regardless of race, color, creed, religion, gender, age, national origin, disability, veteran status, and sexual orientation or any other characteristic protected by state, federal, or local law.*

NOTE: The responsibilities and tasks outlined in this document are not exhaustive and may change as determined by the needs of the company. Duties, responsibilities, and activities may change at any time with or without notice.