

Job Title: Machine Shop Manager  
Department: Machine Shop  
Supervisor: Director of Operations  
Status: At will, Full Time, Exempt  
WC Code: 9015 - Building Operation  
EEO Class: 2 - First/Mid-Level Officials and Mgrs  
Hours: TBD  
Websites: <https://bklighting.com/>  
Compensation: \$90,000 - \$95,000 annually

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#### Position Description:

The Machine Shop Manager directs and supervises the activities of the Machine Shop in such a way as to satisfy company expectations for productivity, safety, quality and cost effectiveness. The Machine Shop Manager is required to maintain in-depth involvement in all departmental activities including but not limited to: CNC programming, machine and tool optimization, employee scheduling, training, mentoring, and counseling. The Machine Shop Manager ensures workplace organization and housekeeping. The Machine Shop Manager works collaboratively with other departments to ensure operational continuity.

#### Essential Functions/Accountabilities:

- Direct the work of the Machine Shop to maintain the most efficient methodologies possible while meeting production requirements and satisfying quality assurance standards.
- Ultimate responsibility for work order priorities.
- Develop and maintain schedule planning, job scheduling and monitoring reports.
- Responsible for preparing all machine quotes.
- Review and ensure compliance with department budget.
- Order machine tools and supplies.
- Develop and recommend cost reduction, process and quality improvement strategies.
- Create and enforce department standard operating procedures.
- Develop and train Machine Shop personnel on safety matters while actively correcting any safety hazards.
- Lead and manage Lead and manage Machine Shop team members using individualized metric based measurables while supporting Bk Lighting core values and principles.

#### Qualifications

- High school diploma or GED required.
- Minimum of three years functioning as a machine shop manager using both CNC and manual shop machines.
- Microsoft Suit proficiency is required.
- Able to read and interpret machine prints, routers, and BOM's.

#### Work Environment

- Exposure to loud noise, populated work areas, salt, dust, and other ingredients or odors
- Exposure to varying temperatures, depending on season
- Exposure to long periods of sunlight depending on operations

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 with or without reasonable accommodations. These demands may be required for up to 12 hours per day.
- While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand; walk; use hands and fingers to handle or feel, and reach with hands and arms; have a good sense of balance. The employee is frequently required to sit; climb or balance, and stoop, kneel, crouch, or crawl. The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 55 pounds. Specific vision abilities required by this job include good eye-hand coordination, close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.
- Wearing Personal Protective Equipment: safety glasses and closed toe shoes.

Travel:

- Travel will be limited to local travel for trainings

Work Authorization:

- Must be eligible to work in the United States