

**REYNOLDS ELECTRICAL & ENGINEERING CO., INC.
POSITION DESCRIPTION**

POSITION TITLE: Machinist Foreman

JOB CODE : 031597, 036562

DATE PREPARED : July 16, 1992

Revised: December 13, 1993

SUMMARY STATEMENT

The incumbent supervises Machinist Operators and must have functional knowledge of the operations of an automotive or general machine shop and the ability to review machine work adhering to environmental requirements.

DIMENSIONS

The incumbent reports to a general foreman or directly to an exempt supervisor and supervises a crew of craftsmen.

NATURE AND SCOPE

1. Supervises and coordinates activities of workers engaged in custom machining of work pieces to produce, maintain, or repair parts for machines, molds, and equipment; supervises workers in related processes such as metal forming, welding, or assembly; may perform same duties as craftsmen being supervised;
2. Applies knowledge of machine shop setup and operating techniques, metals and plastic properties, and custom machining methods;
3. Plans, issues, reviews work, and provides directions to craft work team under supervision of this position; interprets specifications, drawings, and job orders as needed for area of supervision;
4. Establishes and adjusts work sequences to meet work schedule using knowledge of capacities of equipment and assigned personnel;
5. Tracks materials inventory and maintains required records, assigns priorities, inspects, and evaluates the work of employees being supervised; makes recommendations on materials, parts, and equipment;
6. Reviews time sheets to audit labor hours committed to projects and to verify accuracy of hours being credited for payroll purposes;
7. Conducts weekly safety meetings to promote safety consciousness;
8. Analyzes and resolves work problems; checks work for accuracy;
9. May perform same duties as craftsmen being supervised;
10. Adheres to all Company EEO, affirmative action, environmental, health, safety, quality assurance, and security programs;
11. Performs related work as required.

ESSENTIAL JOB FUNCTIONS

Physical

<i>Constantly = Over 2/3 of time</i>
<i>Frequently = 1/3 - 2/3 of time</i>
<i>Occasionally = Less than 1/3 of time</i>

1. Prolonged standing on wooden platforms/rubber mat while performing job duties;

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2. Frequent lifting/carrying up to 40 pounds of metal parts and materials/supplies;
3. Frequent pushing/pulling exerting up to 35 to 50 pounds of force and occasionally up to 75 pounds of force while tightening/loosening chucks;
4. Occasional climbing up stairs/ladders;
5. Frequent bending/twisting at waist/knees/neck while removing parts from chuck and observing machining process;
6. Frequent use of both hands/arms reaching/grasping/gripping while performing job duties; occasional overhead reaching may be required;
7. Constant use of sight abilities with visual acuity at near-, mid-, and far-ranges of vision and hand/eye/foot coordination while working foot pedals on machines and performing other job duties;
8. Constant use of speech/hearing abilities in communicating with coworkers/supervisors and identifying malfunctions in machinery.

Mental

1. Good verbal communication/interpersonal skills are required in routing exchanges of information, communicating with craft workers/supervisors, and in giving/receiving instructions;
2. Good written communication is required while completing logs/reports and recording data;
3. Must be able to read/write/speak English to understand basic instructions, Material Safety Data Sheet guidelines, and memoranda; must possess basic mathematical skills;
4. Good organization planning/scheduling skills are required;
5. Frequent mental alertness, concentration, and attention to detail are necessary while performing tasks in/around hazardous areas, monitoring routine processes, and operating motor vehicles/equipment;
6. Must have good reasoning skills and be able to apply established procedures effectively, develop new procedures, and problem-solve;
7. Must be able to deal with time constraints to ensure work completion in a timely and safe manner;
8. Must be able to provide crew leadership, make decisions, supervise/train/discipline workers under supervision of this position, and assign projects/schedules.

WORKING CONDITIONS AND EQUIPMENT USED

Work is performed indoors in climate-controlled repair shop and occasionally outside subject to inclement weather conditions.

Tools & Equipment Used: Hand/power tools, pneumatic tools, micrometer, lathes, milling machines, grinders, shapers, saws, drill presses, forklift, jib cranes, overhead cranes, and other equipment as needed. Safety equipment includes hard hat, safety glasses, safety belt, and steel-toed safety shoes. Prolonged use of hearing protection may be required.

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REQUIRED TRAINING AND WORK EXPERIENCE

A minimum of four years of experience as a machinist or completion of a recognized apprenticeship program is required. Some supervisory experience with the Company is desirable.

OTHER SPECIAL QUALIFICATIONS

Valid driver's license required. Must be knowledgeable in current machine technology. Must be able to operate forklifts, jib cranes, and overhead cranes and have extensive rigging experience.