



Seastrom Manufacturing Company, Inc.

Job Description

Job Title: CNC Machining Coordinator
Department: CNC 24
Reports To: Machining Manager
FLSA Status: Non-exempt

SUMMARY

The Machining Coordinator will work in a team environment, prioritizing jobs, monitoring production and personnel, keeping safety a priority while problem solving, and implementing improvements.

SEASTROM CORE BEHAVIORS:

Professionalism: Able to follow directions, has a good work ethic, and dependable.

Inter-personal Skills: Able to work with others and maintain working relationships.

Problem Solving and Adaptability: Able to make informed decisions in an ever changing environment.

Personal Value Commitment: Demonstrate honesty, respect for others, and adherence to company standards.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following:

Insure that safety is maintained as a priority.

Prioritize jobs: utilize personnel to assist in areas of need.

Document, provide problem solving, and improve techniques in production.

Verifies the expected cycle time on the Job Order with the actual and takes appropriate action if necessary.

Responsible for helping others stay focused on tasks.

Perform moderate level setups and operate equipment as necessary.

Maintains production schedules.

Employee is expected to assist and mentor new hires.

Reports accurate production records daily.

Applicant must demonstrate a positive (can do) attitude.

Must have the ability to suggest and implement ways to improve production, and make processes simpler.

Must be able to handle problems and documentation.

Willing to learn all areas of the production facility and interact comfortably with Syteline ERP system.

Working knowledge of Microsoft Outlook, Word, and Excel with demonstrated competency in keyboarding.

Ability to write in the English language to properly complete forms and logs.

Detail oriented with above average verbal and written communication skills with the ability to learn quickly.

Must be willing to work varied shifts.

Other duties may be assigned.

LEADERSHIP RESPONSIBILITIES

This position has extensive leadership responsibilities, including but not limited to production, safety, training, quality, and coordination among teams and trainer auditors.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each of the essential duties satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability



required. You may be required to possess or obtain hand tools or measuring equipment. Reasonable accommodations may be made for individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE

Associate degree/technical certificate or equivalent combination of education and experience. Previous leadership and/or supervisory experience are required.

LANGUAGE SKILLS

The ability to read, write and speak the English language with comprehension skills sufficient to understand safety standards and job performance expectations.

MATHEMATICAL SKILLS

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals as well as the ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

REASONING ABILITY

Ability to interpret instructions, which may be furnished in, written, and oral, diagram or schedule form.

CERTIFICATES, LICENSES, REGISTRATIONS

None required.

PHYSICAL DEMANDS

While performing the duties of this job, the employee is regularly required to stand; use hands to feel, finger, handle, or grab; reach with hands and arms; and talk and hear. The employee frequently is required to walk and stoop, kneel, crouch, push, pull and lift. Some sitting is required. The employee is frequently required to lift 50 pounds and rarely lift or move 100 pounds. Specific vision abilities required by this job include close vision, depth perception and the ability to adjust focus.

WORK ENVIRONMENT

While performing the duties of this job the employee is regularly exposed to inside environment conditions, moving mechanical parts, oils and other cutting fluids. The noise level in the environment is quiet to loud.

I have read this job description and I am able to fulfill the requirements of the position.

Signature

Date

Prepared By: Don Thomson

Prepared Date: 10/20/2014