



CNC SUPERVISOR

Reports to: Plant Manager

Schedule: Full-time | 5:00AM to 3:30PM | Monday through Thursday

POSITION DESCRIPTION

This leadership position manages a department of employees across two building locations by overseeing production scheduling, staffing, and on-time delivery targets. This job requires constant attention to detail, problem-solving skills, and have excellent communication, organizational, and leadership skills. Responsibilities include but are not limited to those described herein:

RESPONSIBILITIES

- Manage daily activities to ensure department meets company policy and procedures.
- Responsible for meeting departmental and ISO-related objectives.
- Ensure a neat, organized, and safe work environment is maintained according to guidelines and standards.
- Interpret each day's job schedule generated by computer manufacturing software. Use software and sales order spreadsheets to create daily task list for the department.
- Support manufacturing requirements from a CNC programming standpoint.
- Manage frequent production schedule changes, delegate priorities, and ensure team upholds shipment deadlines.
- Minimize costs including overtime, materials, and scrap while maximizing efficiency and utilization.
- Coordinate the timely resolution of engineering and manufacturing related problems.
- Foster a department culture of urgency, efficiency, and strict attention to quality.
- Oversee the organization and maintenance of the CNC tooling shed.
- Manage inventory for the department.
- Work closely with other Supervisors and top management to ensure issues impacting production are quickly resolved.
- Recommend and implement approved recommendations to improve production, efficiency, and processes.
- Participate in weekly management meetings to review newly engineered parts, future orders, and in-process jobs.
- Approve employee time off and conduct performance reviews.
- Train new employees and encourage ongoing professional development.
- Execute all standard operating procedures as they pertain to manufacturing related duties.
- Perform a sequence of operations, consistently maintaining the performance level set for quality and quantity.
- Work as a team member to uphold and maintain departmental standards such as quality and on-time delivery.
- All other duties as assigned.

PREFERRED QUALIFICATIONS

- Manufacturing supervision experience required. Supervision in CNC or related field is preferred, but not required.
- Must be thoroughly comfortable using a computer, and using Microsoft Outlook and Excel.
- Experience using manufacturing software is a strong plus.
- Forklift operating experience
- Ability to lift up to 50lbs. and stand for long periods of time.
- Ability to work in an indoor environment with warm summer temperatures and humidity.



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PREFERRED ATTRIBUTES

- Strong interpersonal skills. Effective leader, communicator, and delegator.
- Ability to perform under pressure and thrive in a fast-paced environment.
- Team player with positive, flexible, willing attitude. Driven to succeed and achieve business objectives.
- Ability to prioritize daily tasks. Highly organized and detail oriented.

PHYSICAL REQUIREMENTS

(N = Never; O = Occasionally; F = Frequently; C = Continuously)

ACTIVITY	N	O	F	C	ACTIVITY	N	O	F	C
Bending		X			Lift/Carry				
Sitting			X		< 25 lbs		X		
Standing			X		26 to 50 lbs		X		
Walking			X		51 to 75 lbs		X		
Squatting		X			76 to 100 lbs		X		
Kneeling		X			> 100 lbs	X			
Crawling	X				Push/Pull				
Climbing/Balancing		X			< 25 lbs		X		
Gripping/Grasping			X		26 to 50 lbs		X		
Reaching Overhead		X			51 to 75 lbs	X			
Reaching at/below shoulder		X			76 to 100 lbs	X			
Stooping/Twisting		X			> 100 lbs	X			
Foot Controls		X			Working at an elevated height		X		
Keyboarding			X		Walk/stand on uneven ground		X		
Use of hand and/or power tools		X			Exposure to dust/fumes			X	
Subject to excessive noise				X	Exposure to bio hazards	X			
Subject to extreme temperatures		X			Exposure to confined spaces		X		

ABOUT LETOURNEAU PLASTICS, INC.

LeTourneau Plastics, Inc. has been a pioneer in custom vacuum thermoforming of plastic components for nearly 50 years. Using virtually 80% recycled material, the company specializes in producing and assembling high quality cosmetic parts for a wide variety of industries within the United States and internationally; transportation, aviation, agriculture, food service, lawn and garden, recreation, health care, marine, etc. The company also assists in the design of parts to reduce tooling expense and minimize cost for customers. The 140,000-sq.ft. facility in Oconto, Wisconsin includes two manufacturing plants, warehousing, office space, pattern and tooling shop with six milling centers, 15 forming machines, two 3-axis CNC routers, and nine 5-axis CNC routers. As a third-generation-owned company, success and consistent growth has developed from a commitment to building enduring relationships with customers and surrounding communities.