



Job Description - 2nd Shift Supervisor

Ketchie Inc. is an ISO certified facility, operating CNC equipment. Our capabilities include precision turning, milling, broaching, gear cutting and grinding. In addition, we have a reputation world wide as a leading source of premium mounted bearings. We serve a broad range of industries including railroad, industrial equipment, agriculture, textile, heavy machinery and many specialized original equipment manufacturers. Ketchie is headquartered in Concord, NC and we serve customers in all 50 states and across 5 continents.

Overall responsibility for leading a team of machinists which includes production, set up of machines, adjusting and operating to manufacture parts to close tolerances, within specification and schedule constraints. The 2nd Shift Supervisor position reports to the Shop Supervisor.

Key Job Functions and Responsibilities:

- Conducts a daily production schedule meeting with team of machinists.
- Provides guidance, instructions, and coaching to team of machinists daily as needed.
- Responsible for providing opportunities for growth and monitoring skill development of machinists.
- Performs inspection of team member's first parts with hand gauges.
- Study blueprints, sketches, drawings, manuals, specifications, documents, or sample part to determine dimensions and tolerances of finished work piece, sequence of operations, and setup requirements.
- Select, align, and secure holding fixtures, cutting tools, attachments, accessories, and materials on machines such as mills, lathes and grinders.
- Calculate and set controls to regulate machining factors such as speed, feed, coolant flow, and depth and angle of cut on all machines, including manually controlled machines.
- Start and observe machine operations to detect malfunctions or out-of-tolerance machining or grinding, and adjust machine controls or control media as required.
- Verify conformance of finished work piece to specifications using calipers, micrometers, indicators, optical comparators, etc.
- Responsible for reliable and accurate reporting of inspection/other manufacturing data.
- Provides information to Shop Supervisor regarding production levels, nonconformances, inspection results and other data as requested.
- Enters data into Global Shop and accurately accounts for time spent on set up, manufacturing and other tasks on a job-by-job basis.
- Demonstrates knowledge of and practices all plant safety requirements
- Makes suggestions for improvement and seeks ways to improve production
- Adheres to the ISO 9001 quality system requirements for area of responsibility. Makes suggestions for improvement and completes records, as required
- Works towards achieving Quality Objectives for the company within specific area(s) of responsibility.
- Maintains open lines of communication with other employees and is committed to improve/maintain teamwork within the organization.

Precision Machining • Bearing Products • Custom Gears

www.KetchieInc.com

201 Winecoff School Road • Concord, NC 28027

Ph: 888-550-0030 • Local: 704-786-5101 • Fax: 704-784-1521



American Quality & Workmanship Since 1947

Capabilities and Success Factors:

- 5 years+ experience with programming and setup of machining centers, lathes, and/or grinders. Experience with MAZATROL preferred.
- Excellent math skills and experience reading blueprints
- Experience with ERP applications preferred
- 5 years+ leading a team of machinists and/or operators
- Self starter with the ability to work autonomously as well as part of a team
- Excellent people, communication (written and verbal) skills
- Strong coaching and leadership skills
- Flexibility to adapt to deadlines, changing schedules, priorities, and unpredictable events within a fast paced manufacturing environment

Rewards and Benefits:

- Competitive salary
- 401K plan with company match
- Medical insurance
- Dental insurance
- Short term disability insurance
- Long term disability insurance
- Life insurance
- Accidental death and dismemberment insurance
- Paid vacation and holidays

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