

MICHIGAN CIVIL SERVICE COMMISSION  
JOB SPECIFICATION

MACHINIST SUPERVISOR

JOB DESCRIPTION

Employees in this job supervise machinists involved in maintenance, repair, and fabrication work. The employee must be skillful in the use of a variety of metal machining tools and precision measuring devices to cut, grind, or otherwise shape metal and plastic parts into conformance with specified dimensions. The employee is required to understand and interpret blueprints, sketches, or other description of parts to be fabricated, and to select materials and plan the sequence of operations to be performed by staff in accordance with accepted methods and standards of the machinist trade. The work requires knowledge of supervisory techniques, personnel policies, and procedures.

There is one classification in this job.

Position Code Title - Machinist Supervisor-1

Machinist Supervisor 11

The employee functions as a first-line supervisor of Machinists.

JOB DUTIES

NOTE: The job duties listed are typical examples of the work performed by positions in this job classification. Not all duties assigned to every position are included, nor is it expected that all positions will be assigned every duty.

Selects and assigns staff, ensuring equal employment opportunity in hiring and promotion.

Coordinates activities by scheduling work assignments, setting priorities, and directing the work of subordinate employees.

Evaluates and verifies employee performance through the review of completed work assignments and work techniques.

Identifies staff development and training needs and ensures that training is obtained.

Ensures proper labor relations and conditions of employment are maintained.

Maintains records, prepares reports, and composes correspondence relative to the work.

Studies blueprints and sketches in order to plan material, equipment, and labor needs to accomplish tasks.

Estimates costs of material to accomplish assignments.

Operates machines and other equipment to observe operation and diagnose malfunctions or to test repaired equipment.

May develop specifications from general description of parts or assemblies to be fabricated and draw or sketch device to be made.

May occasionally perform any task assigned to subordinate staff, consistent with any licensing or certification requirements.

Performs related work as assigned.

## JOB QUALIFICATIONS

### Knowledge, Skills, and Abilities

Considerable knowledge of the methods, practices, tools, and equipment of the machinist trade.

Considerable knowledge of the machining qualities, properties, and uses of various metals such as aluminum, brass, steel, cast iron, and stainless steel.

Some knowledge of training and supervisory techniques.

Some knowledge of employee policies and procedures.

Some knowledge of labor relations.

Some knowledge of equal employment opportunity policies and procedures.

Considerable skill in the operation of machine tools and the use of precision measuring devices.

Ability to apply machinist craft techniques, processes, and principles.

Ability to apply shop mathematics to practical problems such as computing dimensions, laying out work, and setting up machine tools.

Ability to read and work from sketches, specifications, and blueprints.

Ability to determine work priorities and delegate work to others.

Ability to communicate effectively.

### Working Conditions

Some jobs require an employee to work in an environment that involves exposure to unpleasant odors and noise.

### Physical Requirements

The job duties require an employee to bend, reach, stoop, stand and/or walk for extended periods

The job duties require an employee to lift and/or move heavy objects

### Education

No specific type or amount is required.

### Experience

#### Machinist Supervisor 11

Six years of experience in the machine trade, including two years equivalent to a Machinist 9 or one year equivalent to a Machinist 10.

### Special Requirements, Licenses, and Certifications

*None*

**NOTE:** Equivalent combinations of education and experience that provide the required knowledge, skills, and abilities will be evaluated on an individual basis.

## JOB CODE, POSITION TITLES AND CODES, AND COMPENSATION INFORMATION

### Job Code

MACHINSPV

### Job Code Description

MACHINIST SUPERVISOR

Position Title

Machinist Supervisor-1

Position Code

MCHTSPV1

Pay Schedule

NERE-069

JZ

07/19/2015