



Company Overview

Precision machining is Talon’s heritage and core strength. Talon’s skilled and dedicated employees deliver the most complex, extreme tolerance, and superior surface finish components at unsurpassed quality levels. Joining the team at Talon means working with dedicated, highly skilled employees that drive continuous improvement and ensure we deliver superior results to our customers. If you like to be involved, learn new skills, and share your expertise with others, we want you on our Team!!

Job Title	<i>Manufacturing Supervisor (2nd & Weekend Shifts)</i>
Reports To	<i>VP of Operations</i>

Job Purpose

Directly supervises 20-40 employees in the Manufacturing Department (2nd shift). Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

Duties and Responsibilities

- Analyzes work orders to estimate worker hours and create machining schedules that meet both internal and external needs.
- Interprets specifications, blueprints, and job orders to workers, and assigns duties.
- Plans flow of materials through department and develops physical layout of machines according to work orders.
- Interfaces with others in the organization to ensure customer deadlines are met.
- Inspects and measures parts and products to verify conformance to specifications.
- Directs workers in adjusting machines and equipment to repair products which fail to meet standards.
- Establishes or adjusts work procedures to meet production schedules.
- Develops, recommends, and implements measures to improve production methods, equipment performance, and quality of product.
- Suggests changes in working conditions and use of equipment to increase efficiency of shop, department, or work crew.
- Analyzes and resolves work problems, or assists workers in solving work problems.
- Maintains time and production records.
- Develops capital equipment justifications for machine tools and process technology to improve quality, cost, and cycle times.

Qualifications

- Associate's degree (A. A.) or equivalent from a two-year college or technical school; or six months to one year related experience and/or training; or equivalent combination of education and experience.
- Must have 3-5 years of CNC experience.
- Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of organization.
- Ability to calculate figures and amounts such as discounts, interest, commissions, proportions,

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percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry.

- Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.
- To perform this job successfully, an individual should have knowledge of Excel spreadsheet software; ADP payroll systems and Epicor database software.

Employees must be legally authorized to work in the United States. Verification of employment eligibility will be required at the time of hire. Visa sponsorship is not available for this position.

This position is subject to the International Traffic in Arms Regulations (ITAR) which requires U.S. person status. ITAR defines U.S. person as an U.S. Citizen, U.S. Permanent Resident (i.e. 'Green Card Holder'), Political Asylee, or Refugee.

Working Conditions

Shifts available at Talon include: 1st shift (7am- 3pm), 2nd shift (3pm - 11pm), 3rd shift (11pm - 7am), and a weekend shift (Fri-Sun & pd for 40 hrs) 7am - 7pm. The production area is climate controlled, bright, and clean.

While performing the duties of this Job, the employee is regularly exposed to fumes or airborne particles. The employee is frequently exposed to work near moving mechanical parts. The noise level in the work environment is moderately loud.

Physical Requirements

- Standing - Frequently
- Walking - Frequently
- Bending and twisting - Occasionally
- Lifting 1 - 10 lbs. - Frequently
- Lifting up to 25 lbs. - Occasionally
- Lifting up to 50 lbs. - Rarely
- Use of close vision - Frequently
- Talk - Regularly
- Hearing - Regularly
- Use hands/fingers to reach, handle, and feel - Frequently

Direct Reports

This position has 20 - 40 direct reports.

Talon Innovations provides equal employment opportunity (EEO) to all persons regardless of age, color, national origin, citizenship status, physical or mental disability, race, religion, creed, gender, sex, sexual orientation, gender identity and/or expression, genetic information, marital status, status with regard to public assistance, veteran status, or any other characteristic protected by federal, state or local law. In

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In addition, Talon Innovations will provide reasonable accommodations for qualified individuals with disabilities.

Approved by:	
Date approved:	
Reviewed:	