Vo-Tech, Inc.
1145 Mitchell Court
Crystal Lake, IL, 60014

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We are hiring CNC Machinists for 1st shift & 2nd Shift and we are hiring a Shop Supervisor!

To apply email resume to Jennifer at jfurman@vo-tech.net

*Gym on Site for all employees, Clean Shop, Competitive Salaries & Great Benefits!

Variable Operations Technologies, Inc. provides complete manufacturing services for a wide array of industries. We specialize in custom design and CNC production machining.

Vo-Tech's Services:

• Design/Engineering
• Complete Product Development
• Field Machining
• Production Machining
• Prototype/Fixtures
• Fabrication

Vo-Tech serves the following industries:
Power Generation, Medical, Robotic, Food, Automation, Construction, Agricultural, Hydraulic Power

Mission Statement: We are committed to high manufacturing standards and we are dedicated to quality and integrity in all aspects of business. We leverage technology to continually grow and advance our ability to improve. We develop innovative processes to ensure cost effectiveness and customer satisfaction.

Vision Statement: Vo-Tech's vision is to become a leading manufacturing company and continue to provide exceptional service in designing, engineering and machining.
Description

Description: Shop Supervisor/ Manufacturing Engineer  Classification: Full-time
Supervises: Shop Floor Employees  Schedule: M-F 6am-4:30pm, (Sat. and overtime as needed)

Job Purpose: Supervises and oversees the shop floor employees and all floor activities. Continually improves shop organization and work flow. Monitors and controls production efficiency and verifies that the JobBoss data reports are actual. Use fundamental engineering concepts, practices, and procedures to analyze operational data/methods, identify performance improvement opportunities. Provides analysis, reporting tools, and engineering support for operations to effectively control and/or justify operational costs.

Competence

General Job Duties- Floor Supervisor:

- Coordinate shop activities with Process Manager, Cost Estimator, Project Manager and Shipping dept. to ensure that the parts are done to drawings and by established processes.
- Document all shop Incidents - includes machines, tooling, and shop floor employees.
- Oversees the shop/machine maintenance including preventative measures to keep the equipment operating at a high level.
- Oversees safe operations by adhering to safety procedures and regulations.
- Oversee the floor employees including performance evaluations and feedback 1 on 1. Give recommendations on performance rewards and employee disciplinary issues according to company policy.
- Ensures clear communication during turn overs and jobs assignments by documenting and collaborating actions, irregularities, and continuing needs.
- Improve knowledge and skills by participating in educational opportunities.
- Accomplishes organization goals by taking ownership.
- Gives feedback and input to management.
- Ensures that all tools and setup components are prepared before the job starts.
- Takes disciplinary/affirming action with employees when necessary.

General Job Duties- Manufacturing Engineer:

- Evaluates manufacturing processes by designing and conducting research programs; applying knowledge of product design, fabrication, assembly,
Supervisor/Manufacturing Engineer
- Job Description -

tooling, and materials; conferring with suppliers; soliciting observations from operators.
- Develops manufacturing processes by studying product requirements; researching, designing, modifying, and testing manufacturing methods and equipment.
- Improves manufacturing efficiency by analyzing and planning work flow, space requirements, and equipment layout.
- Assures product and process quality by designing testing methods; testing finished-product and process capabilities; establishing standards; confirming manufacturing processes.
- Provides manufacturing decision-making information by calculating production, labor, and material costs; reviewing production schedules; estimating future requirements.

Primary Job Duties: (Everyday tasks)
- Coordinate plans and schedules the workflow for the Shop day in advance.
  - Ensure that all employees will know what to do the day before.
  - Schedule work hours base on the work load or management directive.
  - Prepare filler jobs and run them as needed
- Oversees the organization of tooling and other equipment
- Participates in employee development and staff meetings
  - Implements shop staff development initiatives
  - Encourages Employee Development
- Communicates Company values
  - Hosts team meeting every Monday morning for 10 minutes or less
    - Reinforce company values/Review Safety
- Gives floor employees’ pre-job briefings and post job de-briefs as needed.
- Monitor employees time input into JobBoss accurately (WS driver)
- Review JobBoss Reports relating to Jobs and time audits
  - Time Variance reports
  - Job report
  - Forman report
  - Production overview report

Requirements, Character, Chemistry

Minimum Education
- Bachelor’s degree in Mechanical Engineering or related technical or quantitative degree (e.g. mathematics) required; in addition to Minimum Experience, high school diploma or GED and four (8) years’ experience in applicable technical area is accepted in lieu of degree.
Supervisor/Manufacturing Engineer
- Job Description -

- Bachelor's degree in Mechanical Engineering or related field preferred.

Required Skills, Abilities And / Or Licensure

- 5 years or more experience with CNC Machining
- Microsoft Office software and web-based applications.
- Verbal and written communication skills necessary to communicate with all levels of management.
- Presentation skills necessary to facilitate training and/or deliver informational sessions to groups and/or individuals.
- Time management, organizational and multi-tasking skills necessary to work in a fast-paced environment, handling various tasks and changing priorities, while maintaining a high attention to detail and accuracy to achieve daily assignments and goals.
- Ability to analyze, review, and make recommendations.


Relationally: Wants to learn and grow. Has a positive attitude, is teachable, has humility, is flexible, driven for results, is customer focused, can initiate problem solving, is a team player, wants to grow in interpersonal skills and work relationships.
Machinist
- Job Description -

**Description**

**Description:** Machinist  
**Department:** Shop Floor  
**Reports to:** Shop Supervisor  
**Supervises:** None  
**Schedule:** 6am-4:30pm, M-F (Sat. and overtime as needed)

**Machinist Job Purpose:** Produces machined parts by operating a computer numerical control (CNC) machine and manual machines with programming and advanced set up, maintaining quality and safety standards; keeping records to make good parts.

**Competence**

**Machinist Job Duties:**
- Read and have an advanced understanding of how to work CNC machines. Being able to read and follow instructions. Have a growing knowledge of materials, specifications and machining parameters.
- Verifies & gives feedback to management concerning tools and materials.
- Loading machines, lifting materials into position.
- Has an advanced knowledge of CNC operations and how parts are made; taking measurements; detecting malfunctions; troubleshooting processes. Can operate manual machines at an advanced level.
- An advanced level of knowledge in machine setup and programming and growing to learn more.
- Maintains safe operations by adhering to safety guidelines procedures and regulations. Keeps work area clean and organized.
- Gives feedback to supervisor regarding preventive maintenance requirements; reporting needed repairs or any issue with the machine to supervisor.
- Maintains continuity among work shifts if needed or as shop supervisor directs.
- Travels for field machining and outage support.
- Documents actions by completing production and quality logs required by JobBoss & management.
- Values self-leadership: by participating in educational opportunities; reading technical publications.
- Willing and able to teach others about machining whether in a formal or informal capacity.
- Accomplishes organization goals by accepting ownership for accomplishing new and different requests; exploring opportunities to add value to job accomplishments.
- Gives feedback and input to your job planning & evaluation.
- Adheres to the employee handbook and safety guide.

**Character, Chemistry**

**Skills/Qualifications:** Conceptual Skills, Process Improvement, Verbal Communication, Functional and Technical Skills, Controls and Instrumentation, Supply Management, Tooling, Coordination, Attention to Detail.

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Vo-Tech Shop Supervisor
- Job Description -

**Description**

**Description:** Shop Supervisor  
**Department:** Shop Floor  
**Reports to:** Process Manager

**Supervises:** Shop Floor Employees  
**Schedule:** M-F 8am-4:30pm, (Sat. and overtime as needed)

**Shop Supervisor Job Purpose:** Supervise and oversee the shop floor employees and all floor activities. Continually improve shop organizations and work flow. Monitor and control production efficiency and verify that the JobBoss data reports are actual.

**Competence**

**General Job Duties:**

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- Oversees the shop/machine maintenance including preventative measures to keep the equipment operating at a high level.
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