

Job Title:	JIG Builder Supervisor	Job Grade:	
FLSA Status:		Reports To:	Upper Management
Approved By:		Date:	

Job Purpose: Oversees the assembly of a variety of standard and non-standard major jigs, fixtures and related tooling.

Essential Functions include the following. Other duties may be assigned.

1. Ensures jigs function appropriately with complex angles or contours.
2. Responsible for determining methods and sequence of operations and scheduling work to be performed from tool design drawings.
3. Assists in the design and creation of jig and fixture details and holding devices. May be required to verify accuracy and quality in accordance with established control procedures.
4. Carries out supervisory responsibilities including training and development; planning, assigning, and directing work; and inspecting work.
5. Must have the ability to interpret complicated aerospace drawings and specifications. The ability to use various types of fabrication equipment, conventional machine tools, precision measurement tools, and various hand tools.
6. Develops tools with advanced blueprints reading, sketches, specifications, and descriptions and applying knowledge of materials, machining, and assembly methods. Creates DXF files for the Water Jet and Hurco machines. Must be able to interpret application of drawing tolerances (including GD&T), general notes, and specifications.
7. Schedules jobs by coordinating with departments to determine job specific needs such as polishing, welding, EDM, Devlieg, and gun drill. Prepares jobs by comparing prints to models and gathering and/or ordering materials and hardware.
8. Communicates with programmer to determine set-up and machine details and ensures programmer has necessary prints and paperwork.
9. Programs, sets-up, and operates equipment and machinery including CNC and manual machines. Builds and repairs various tooling projects including molds, dies, and aircraft.
10. Confirms parts by comparing measurements to specifications.
11. Communicates with upper management regarding rework specifications and timeframe deadlines.
12. Communicates with operators regarding ideas for safe and efficient set-ups, tool needs, and job progress. Provides set-up assistance to operators.
13. Communicates with shipping and receiving to verify incoming materials and notify them of future outgoing jobs.
14. Ensures quality standards by reviewing job finish requirements with polishers.
15. Performs preventative machine maintenance on department equipment and tools including Hurco machine.
16. Reviews aircraft status sheet for project specifics and due dates.
17. Maintains quality standards by overseeing and inspecting jobs to ensure correct per specifications and finished in timely manner. Coordinates all outside services necessary to complete jobs including grinding, EDM, painting, stress-relieving, and heat treat.
18. Ensures quality of product by visually inspecting all parts prior to sending to inspection.

19. Communicates with inspection to organize project needs and ensure all original paperwork including certifications and purchase orders are sent to inspection with parts. Assembles tools for delivery. Confirms receipt of all pertinent paperwork.
20. Ensures shipping utilizes proper packaging and provides required paperwork.
21. Evaluates problems and determines most cost-effective and efficient method of correcting issues and eliminating downtime. Ensures implementation of solution.
22. Maintains communication with management regarding developments affecting cost or delivery of jobs. Reports status of projects weekly.
23. Maintains personal and company tools by cleaning, polishing and disassembling. Certifies personal hand tools in annual inspection.
24. Assists management in the quoting process of potential new projects.
25. Electronically organizes and archives finished projects in computer.
26. Becomes familiar with the quality system requirements as they pertain to the department.
27. Maintains safe and clean working environment by complying with procedures, rules and regulations. Secures tools, materials and equipment at end of day.
28. Contributes to team effort by actively participating in team meetings.

Additional Responsibilities as needed.

1. Provides assistance to coworkers and other departments including fiberglass shop, polishers, shipping/receiving, and machine operators.

Qualifications and Requirements: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. High school diploma or equivalent, plus a minimum of five years of experience in a related area with certification in the field, tool building or other related experience generally required.
2. Advanced math skills (Algebra, Trigonometry, GD&T Math)
3. Journeyman skills related to machining, turning, grinding, etc.
4. Advanced measurement & test equipment ability – micrometers, calipers, bore gages, height gages, pin/plug gages, thread gages, optical equipment, gram scales, etc.
5. Advanced computer skills.
6. Ability to sufficiently communicate detailed information to customers, coworkers and management using good written and verbal communication skills.
7. Ability to interact in a positive and professional manner to develop and maintain strong working relationships with customers, coworkers and management.
8. Ability to read and interpret documents such as blueprints, procedure manuals and job instructions.
9. Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to calculate figures and amounts such as proportions and percentages.
10. Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form.
11. Ability to manage time effectively and prioritize tasks to meet deadlines.
12. Strong attention to detail and organizational skills.

13. Ability to use hand tools, such as screwdriver and hammer.
14. Ability to read tape measure.
15. Ability to use power tools, such as drill and saw.
16. Ability to operate computer and computer software, to include Microsoft Office products.
17. Ability to use hoist and forklift.
18. Ability to use department equipment such as manual surface grinders, tooling grinders, manual engine lathes, horizontal, vertical manual mills, and Hurco.
19. Ability to use precision measuring tools such as I.D. and O.D. micrometers, calipers, and bore gauges.
20. Ability to maintain confidentiality.

Physical Demands and Work Environment: The physical requirements described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. While performing the duties of this job, the employee is regularly required to talk and hear. The employee is frequently required to stand, bend, kneel, climb stairs and walk; use hands to finger, handle, or feel; and reach with hands and arms. The employee must frequently lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and ability to adjust focus.
2. The work environment is usually a well-lighted, heated and/or air-conditioned indoor setting with adequate ventilation. Minimal exposure to outside elements. The noise level in the work environment is frequently high. The work environment frequently requires the wearing of personal protective equipment (PPE) including hearing protection, eye protection and foot protection.

This job description was reviewed with me and I understand that nothing in this job description restricts management's right to assign, reassign or eliminate duties and responsibilities of this job at any time. This job description reflects management's assignment of essential functions, it does not prescribe or restrict the tasks that may be assigned. This job description is not intended as a contract of employment, nor to be construed as a guarantee of employment for any specific period of time or any specific type of work. I agree and acknowledge that my employment is "at will" and can be terminated, with or without cause or notice, at any time by Galaxy Technologies or myself.

Employee Signature _____

Date _____