



P&F Machining is currently seeking a Night Shift Lead to coordinate its manufacturing activities Monday through Thursday for its newly built Otsego, Minnesota facility. As a full time position benefits offered include: health, dental, life, short & long term disability insurance along with paid holidays, vacation, and a 401K with a company match. P&F is a growing machining manufacturing company with a 30 year history. This If you are an individual with a desire to be part of our growing AS9100_ISO9001 manufacturing environment and are interested in joining our family owned company please forward your resume.

Job Summary

The Night shift lead will coordinate all night shift personnel activities along with operating a CNC mill or lathe to meet scheduling demands.

Essential Functions:

The primary duties and responsibilities of the Night Shift Lead consist of but are not limited to:

General

- Coordinate work flow for all night shift personnel
- Resolve resources constraints and all technical and Quality related matters
- Ensure compliance to Quality Management System, safety, & other P&F policies
- Ensure productivity and due date requirements are meet
- Provide first piece inspection support
- Provide input into personnel performance reviews

Setup

- Establish part specific setup processes including generation of CNC programs & creation of documentation for new products of basic to intermediate complexity
- Optimize tool usage, offsets, and other processing parameters to achieve optimal productivity & quality levels for new products
- Perform setup of existing products within established processes and time requirements
- Complete first piece inspection

Operation

- Follow established processing parameters for all existing processes
- Meet or exceed established cycle times

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- Perform required offset changes to achieve mean centering and tolerance requirements
- Complete in-process inspections to ensure mean centering and compliance to tolerance

Qualifications:

- Graduate of High School (Minimum)
- A 2 Year Machining Tool Technology Degree (Preferred)
- Applied GD&T Certification (Preferred)
- Minimum of 4 experience setting up and operating lathes & mills
- Experience working in a precision machining / manufacturing environment (Preferred)

Accountabilities

- Facilitate a continuous improvement culture
- Foster a team oriented quality ownership culture
- Ensure compliance to QMS requirements
- Ensure setup and operation times are meet
- Ensure compliance to all productivity and quality requirements
- Accurate documentation of operational activities and quantities
- Communicate all issues related to productivity and quality

Authorities

- Stop processes & shipments due to quality concerns if necessary
- Approve first piece buy off
- Communicate to Management issues with cost, delivery, and quality

Competencies

- Setup & operate lathes up to 9 axis & mills up to 5 axis
- Create lathe & milling processes for products of basic to intermediate complexity
- Generate and modify lathe and mill programs using G code and conversational languages
- Basic to intermediate understanding of blue print reading
- Ability to accurately document completion of operations and quantities on both travelers and within the ERP system
- Working knowledge of Microsoft Word & Excel
- Ability to work and communicate within a team environment
- Ability to work independently, multi-task, and prioritize
- Demonstrate good problem solving skills
- Ability to stand and walk up to 10 hours
- Lift up to 50 pounds