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April 6, 2026

TITLE: Machine Shop Manager

DEPARTMENT: Operations

REPORTS TO: Director of Operations

ROLE OVERVIEW:

As the Machine Shop Manager, you will oversee the full lifecycle of high-precision mold manufacturing, from initial CNC programming and manual machining to the preventative maintenance (PM) of existing molds. You are the bridge between engineering designs and physical production, ensuring that every mold meets exact specifications while maintaining a shop floor that operates with maximum efficiency and safety. You are a "hands-on" leader who isn't afraid to get your hands dirty on a manual machine when a job is on the line, but you also possess the digital fluency to optimize a CNC toolpath.

PRIMARY RESPONSIBILITIES:

1. Production & Workflow Management
 - a. Strategic Scheduling: Coordinate shop floor activities to meet deadlines for new mold builds and urgent repair requests.
 - b. Resource Allocation: Assign tasks to manual machinists and CNC operators based on skill set and workload.
 - c. Quality Oversight: Ensure all components meet tolerances (often within +/- 0.0005 inches) using precision measuring tools.
 - d. Work with production for any other manual machining work like cutting down screwing, adding grooves to nuts, and punching out washers.
2. Technical Leadership (CNC & Manual)
 - a. CNC Programming: Oversee or personally perform the programming of 3-axis lathes, mills and EDM machines (using mostly conversational programming but working towards something like Mastercam in the future).
 - b. Manual Machining Mastery: Provide expert guidance on manual lathes, Bridgeports, and surface grinders for specialized mold features or quick-turn repairs.
 - c. Troubleshooting: Solve complex machining issues, from tool deflection to material warping in hardened tool steels.
3. Mold Maintenance & Preservation
 - a. Preventative Maintenance (PM) Programs: Develop and enforce a strict PM schedule to ensure mold longevity and reduce production downtime.
 - b. Repair Management: Evaluate worn or damaged molds; determine the best course of action (e.g., welding, re-cutting, or component replacement).



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- c. Documentation: Maintain detailed logs of mold history, cycles, and maintenance interventions.
4. Team Leadership & Safety
- a. Mentorship: Train junior machinists in both old-school manual techniques and modern CNC workflows.
 - b. Safety Compliance: Enforce OSHA standards and ensure all equipment is guarded and maintained properly.
 - c. Performance Reviews: Conduct regular evaluations and foster a culture of continuous improvement (Lean/5S).

REQUIRED EDUCATION & EXPERIENCE:

- 10+ years in a machine shop environment, with at least 5 years in a supervisory/management role.
- Proficient in **G-code**, **CAM software**, and the setup/operation of CNC Machining Centers.
- Expert-level proficiency with manual mills, lathes, and surface grinders.
- Ability to read and interpret engineering drawing/blueprints.
- Deep understanding of **transfer mold theory**, including gates, runners, venting, and cooling systems.
- Understanding of metrology.
- Software: Mastercam, SolidWorks, or equivalent CAD/CAM platforms.
- Tooling: Knowledge of high-speed machining (HSM) techniques and carbide tooling selection.
- Familiarity with Microsoft Office (Excel, Word, PowerPoint, Outlook) for data analysis, reporting, and documentation.
- Comfortable using web-based applications and quality management systems for tracking, reporting, and data management.
- Bilingual (English/Spanish) a plus.
- Ability to work in a team environment.

WORKING CONDITIONS:

- General office and factory environment; Required to wear safety glasses and utilize safety equipment while present on the shop floor.
- While performing duties of the job, employee is required to move around and be still; use hands to handle objects, tools, or controls; reach with hands and arms; talk and hear.

HAZARDS:

- General hand tools, sharp objects.
- Rotating parts, pinch points
- Exposed to chemicals like cutting fluids and oils, among others
- Employee must be able to occasionally lift up to 40 lbs.



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This job description does not list all the duties of the job. Employee may be asked by supervisors or managers to perform other instructions and duties. Employee will be evaluated in part based upon their performance of the tasks listed in this job description.

Management has the right to revise this job description at any time. The job description is not a contract for employment, and either the employee or the employer may terminate employment at any time, for any reason, in line with state At-Will Employment guidelines.

Date prepared: April 24, 2026

Approved by: _____
Luis Granizo, Director of Operations