

Perform Air International Inc.
Section VI - Attachments
Att.65.04 - Job Description

Revision	Revision Date	Revision Change
N/I	10/31/2023	Initial Release
1	06/09/2025	Revised position reporting

Position Title: *Director of Manufacturing/Machine Shop*

Grade Level: *11-3071-18*

Exemption Status: *Exempt*

Department: *Manufacturing/Machine shop*

Division Manager: *Executive VP of Engineering*

Department Manager: *Director of Manufacturing/Machine shop*

Immediate Supervisor: *Executive VP of Engineering*

Duties, Responsibilities and Authority:

This position is responsible for and has authority over all activity of the Manufacturing and Machine Shop personnel. This position has the authority to ensure a controlled environment to ensure manufacturing optimal performance standards, and to negotiate with vendors as required to ensure best value for the company.

It is the requirement of this position to develop and maintain relationships with vendors as required, to ensure process controls are followed in the manufacturing process and to ensure acceptable resources are available as required by drawings, technical data acceptable to the administration, and standard operating processes as documented. It is a requirement of this position to ensure acceptable certifications for materials are obtained through the purchase order process and to ensure lot identification is controlled and verifiable for all products produced.

This position is responsible for ensuring all standards required for the department responsibility are accurate and current. It is the responsibility of the Director of Manufacturing/Machine Shop to perform the first part/first piece inspections prior to release to the Engineering department for validation of design per print. This position is responsible for ensuring the inventory is received, part marked and traceable to the provided certification documentation and is maintained appropriately for the materials.

The Executive VP of Engineering may assign additional responsibilities to this position at any time.

This position may require travel.

Qualifications:

Education: *BA or BS or High School completion plus the following Experience or Training requirements fulfilled.*

Experience: *Two years management experience with responsibility in a manufacturing position.*

Training: *Two years in-house employment, and documented training records with management of at least 100 hours.*