

**Perform Air International Inc.**  
**Section VI - Attachments**  
**Att.65.06 - Job Description**

Revision	Revision Date	Revision Change
N/I	05/21/2020	Initial Release/Re-release
1	10/31/2021	Revision to Grade Level
2	07/07/2023	Revision to Division, Department and immediate Management
3	10/31/2023	Revision to Division Manager, Immediate Supervisor, Department
4	01/16/2025	Revision to Reporting Relationship & Responsibilities
5	06/09/2025	Revision to Reporting Relationship

**Position Title:** Machine Shop Manager

**Grade Level:** 51-4041-14

**Exemption Status:** Exempt

**Department:** Manufacturing/Machine Shop

**Division Manager:** Executive Vice President of Engineering

**Department Manager:** *Director of Manufacturing/Machine Shop*

**Immediate Supervisor:** *Director of Manufacturing/Machine Shop*

**Duties, Responsibilities and Authority:**

This position reports directly to the *Director of Manufacturing/Machine Shop* and is responsible for ensuring the Machine Shop operations are conducted per technical data, or requested specification, are adequately documented, and are inspected and tested, as required. The manager is responsible for all budgetary controls and management of the department.

In addition, the Machine Shop Manager is responsible for ensuring the Planning Department is planning work orders in coordination with Machine Shop and CAD Shop to meet all customer requirements and that the shops meet the required turn times and reporting of unit status. The Machine Shop Manager is responsible for coordinating with the Engineering department as needed.

The Machine Shop Manager is responsible for ensuring that required training of Machine Shop personnel is current, and that proper work procedures and practices are followed. This position is responsible for ensuring all Machine Shop and Cad Shop personnel perform quality work, ensuring the proper handling, storage, and preservation of all parts and components throughout all processes within the Maintenance and Planning procedures.

This position performs work requiring a greater degree of mechanical ability as well as a greater degree of understanding of precision tooling use, specifications, and an acute attention to detail. It is imperative the Machine Shop Manager oversee the activities of the machinist personnel within the repair station.

The *Director of Manufacturing/Machine Shop* may assign additional responsibilities of this position at any time. This position may require travel and is at the discretion of the immediate supervisor.

**Qualifications:**

**Education:** Trade level training as a Machinist and or CNC Operator plus the following Experience or Training requirements fulfilled.

**Experience:** Ten years' experience within a Machine Shop or Machine Line Support Shop.

**Training:** Documented training records with management of at least 100 hours.