

**Perform Air International Inc.**  
**Section VI - Attachments**  
**Att 65.07 - Job Description**

Revision	Revision Date	Revision Change
N/I	02/28/2011	Initial Release/Re-release
1	07/30/2012	Revised for consistency
2	03/31/2017	Revision to titles throughout
3	07/31/2017	Revision to Att. number, Department, Department Manager and Duties, Responsibilities and Authority.
4	01/31/2019	Revision to Grade Level, Department Manager, Immediate Supervisor and addition of Division Manager.
5	10/31/2021	Revision to Division Manager, Department Manager, Immediate Supervisor and Duties, Responsibilities and Authority.
6	07/07/2023	Revision to Division, Department and Supervisor
7	10/31/2023	Revision to Division Manager, Department
8	09/26/2024	Revision to Qualifications
9	01/16/2025	Revision to Reporting Relationship
10	06/09/20025	Revision to Reporting Relationship

**Position Title:** Machine Shop Supervisor

**Grade Level:** 51-4041-13

**Exemption Status:** Exempt

**Department:** Manufacturing/Machine Shop

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

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

**Immediate Supervisor:** Machine Shop Manager

**Duties, Responsibilities and Authority:**

This position reports directly to the Machine Shop Manager and is responsible for ensuring the Machine Shop functions performed are per technical data, or requested specification, are adequately documented, and are inspected and tested, as required.

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.

The Machine Shop Supervisor is also responsible for ensuring all machinists under their charge comply with the procedures and policies established within the Quality Management System. It is imperative the Machine Shop Supervisor oversee the activities of the machinist personnel within the repair station.

The Executive Vice President of Engineering or *Director of Manufacturing/Machine Shop* may assign additional responsibilities of this position at any time.

**Qualifications:**

**Education:** A&P License or Repairman or High School completion plus one of the following experience or training

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

**Training:** Two years employment plus Documented training records of at least 50 hours.