



Company: Jacob May Design

Job Title: Production manager / CNC operator / Builder

Start Date: ASAP

Roles and Responsibilities:

Production coordinator:

- Act as the link between Office (design / sales) and the Shop (production / fabrication)
- Create shop drawings from conceptual designs
- Improve / develop our production management system
- Organize production schedule to meet deadlines while still taking advantage of efficiencies (i.e. batching similar designs or similar materials)
- Order supplies as needed for the projects coming down the pipeline.
 - Other supplies and materials will be the responsibility of foreman

CNC Operator:

- Learn and use Rhino CAD / CAM
- Mill parts for our furniture and products.
- Mill parts for the “freelance part-cutting” Jacob May takes on
- CNC Maintenance and upkeep.
 - Grease the bearings, spindle, and draw bars.
 - Keep track of cutter sharpness and inventory
- Do other things as CNC is cutting. Sand, mill, organize, clean...

Builder:

- As a small / lean company everyone is responsible for some building
- Milling: Make blanks for the furniture parts
- Sanding: parts as they come off the CNC.
- Assembly and joinery.
- Cutting board batch assistance

Other:

- Shipping coordination
- Procurement of custom work if needed

Benefits & Reimbursement:

- Hourly reimbursement rate: \$28-\$35 / hr
 - First performance review after 6 months, annual thereafter
- Kaiser Permanente Health Insurance Plan partial coverage
- Sick pay: 1 sick pay hr / 30 work hrs
- Flexible schedule:
 - Flexible Start and stop time with consideration of business needs
- Unpaid leave: Up to 20 days per year with consideration
- Vanguard Simple IRA retirement plan 3% matching