

# Position Description



Position Title	Manufacturing Manager	Date Reviewed	June 2018
Reports to	Operations Manager	Work status	Permanent Full Time, salaried contract
		Workgroup	Manufacturing

## Primary purpose of the role

Ensuring cost effective manufacturing processes and work flow to meet customer requirements and Quality expectations.

<b>Primary Accountabilities</b>	
<p><b>Manufacturing Facility Management</b>  <i>Key Measures:</i>  <i>Accurate and timely manufacturing processes</i>  <i>Personnel management.</i>  <i>Quality adherence.</i>  <i>Time Management.</i></p>	<ul style="list-style-type: none"> <li>• Manage all manufacturing processes and employees.</li> <li>• In conjunction with project team, allocate resources for all works, both manufacture and site.</li> <li>• Manage both current and future workload;                             <ul style="list-style-type: none"> <li>○ by reviewing and understanding handover documents including materials and labour costs.</li> <li>○ by understanding client objectives.</li> <li>○ by managing all Quality aspects of facility works.</li> <li>○ control of all labour hours, both in totality and for individual jobs.</li> </ul> </li> <li>• Undertake quoting processes where appropriate, including walk-ins.</li> <li>• Receipt and review of completed handover documentation upon contract award for allocation to Manufacturing team.</li> <li>• Receipting and review of inwards goods, preparation of outwards goods documentation, including warehousing / logistics, unloading and loading, etc.</li> <li>• Coordinate materials and consumables pricing reviews, contracts and ordering, with assistance and approvals from the Operations Manager.</li> </ul>
<p><b>Managing Processes</b></p>	<ul style="list-style-type: none"> <li>• Accurate and timely completion (including; data entry where required) of all facility processes, (i.e.: timesheets, orders, QA, etc...).</li> <li>• Allocation of labour including management of leave coverage, ensuring the right people and skills for the right task.</li> <li>• Management of employees and associated issues in conjunction with the Operations Manager</li> <li>• Continually seek out improvement initiatives and productivity improvements.</li> <li>• Management and rectification of NCR and quality issues.</li> <li>• Provide immediate feedback to Operations Manager on opportunities for variations RMR can claim.</li> </ul>

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<p><b>General</b></p>	<ul style="list-style-type: none"> <li>• As part of the management team, set the example in regards safe working, and reporting all safety concerns or issues.</li> <li>• Work closely with Project Managers, Project / Site Supervisors and Leading Hands on job plans, budgets and resourcing.</li> <li>• Mentor junior staff, both direct and indirect reports.</li> <li>• Be the Escalation Point for manufacturing Leading Hands, tradespeople and apprentices to raise any manufacturing issues.</li> <li>• Maintain strong working relationship with current and potential clients.</li> <li>• Attend and participate in staff meetings as required.</li> <li>• Escalate issues to senior management where decisions may have an impact on the business (+ / -).</li> <li>• Adhere to and use of established business processes – Ostendo, process forms, (job, handover, for example).</li> <li>• Constructively work with other parts of the business to deliver strategic plans and to meet our on-going business performance and quality objectives.</li> <li>• Promoting, managing &amp; enforcing RMR golden rules (i.e. Daily timesheets, uniforms clean, neat, tidy &amp; shirts tucked in at all times, hearing protections worn at all times in the manufacturing facility, on-site where applicable, PPE worn where applicable, 15-min morning break &amp; 30-min lunch breaks, clean work areas, daily clean-ups, etc.)</li> <li>• Promoting environmental sustainability.</li> <li>• Coordinate and participate in post project reviews.</li> <li>• Coordinate equipment and power tool maintenance, repairs, test and tagging.</li> <li>• Employee performance appraisals, Leading Hands, Trades-people, and Apprentices with Operations Manager.</li> <li>• Be an active participant in the application of the “United Front” mantra.</li> <li>• All other duties as required.</li> </ul>
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<p><b>Skills and Attributes</b></p>	
<p><b>Technical Skills</b></p>	<ul style="list-style-type: none"> <li>• Mechanical Engineering degree, trade qualification or equivalent experience.</li> <li>• Minimum 5 years manufacturing or fabrication experience.</li> <li>• Experience in food, beverage and construction industries.</li> <li>• Microsoft Office (i.e.: Word, Excel, PowerPoint, Projects)</li> <li>• AutoCAD 2D &amp; 3D – review dimensions and print drawings.</li> <li>• Understanding of planning processes.</li> <li>• Deputise for other staff members as appropriate.</li> </ul>

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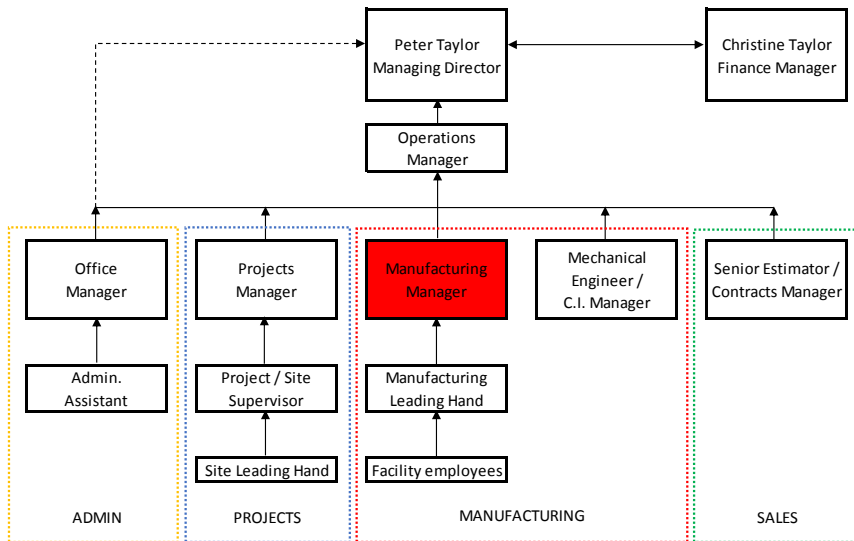


<p><b>Personal Attributes</b></p>	<ul style="list-style-type: none"> <li>• Ability to work autonomously and within a team, effectively managing own workload, as well as other junior staff.</li> <li>• Maintain strict <b>“confidentiality”</b> of all business information.</li> <li>• Ability to lead and coach a team.</li> <li>• Effective communication skills (i.e.: verbal, non-verbal, active listening, etc.)</li> <li>• Neat and tidy personal presentation.</li> <li>• Attention to detail.</li> <li>• Excellent organisation and time management.</li> <li>• Innovative thinking and able to challenge the status quo.</li> <li>• Current drivers licence.</li> <li>• Current Forklift licence.</li> <li>• Dogman licence.</li> <li>• Construction Industry ticket (i.e.: “White Card”)</li> </ul>
<p><b>Demonstrate Company Values</b></p> <ul style="list-style-type: none"> <li>• <b>Stay Hungry</b> - <i>Never be satisfied and always push yourself, by a continuous improvement mindset and consistently striving for excellence</i></li> <li>• <b>Stay Foolish</b> – <i>Do or be willing to keep trying the things people say cannot be done, through innovation and persistence.</i></li> </ul>	<ul style="list-style-type: none"> <li>• During company events or when representing RMR Engineering, professional behaviour is expected at all times</li> <li>• Honesty and Transparency are traits to be upheld</li> </ul>
<p><b>Reporting Lines</b></p>	<p>Upwards – Operations Manager Downwards - All manufacturing facility employees</p>

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## Organisation Chart, Reporting Lines and Workgroup



Approved:

Incumbent

\_\_\_\_\_  
Managing Director – Peter Taylor

\_\_\_\_\_

Date \_\_\_\_\_

\_\_\_\_\_

### Measurable KPI's

Continual improvement in reduction of NCR's  
 Management of Overtime of employees  
 Zero LTI's  
 Maintain Gross Profit Margins

ever decreasing frequency of incident and re-work  
 zero unchargeable hours  
 <full shift lost  
 30%