

Position Description



Position Title	Manufacturing Supervisor	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.

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

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

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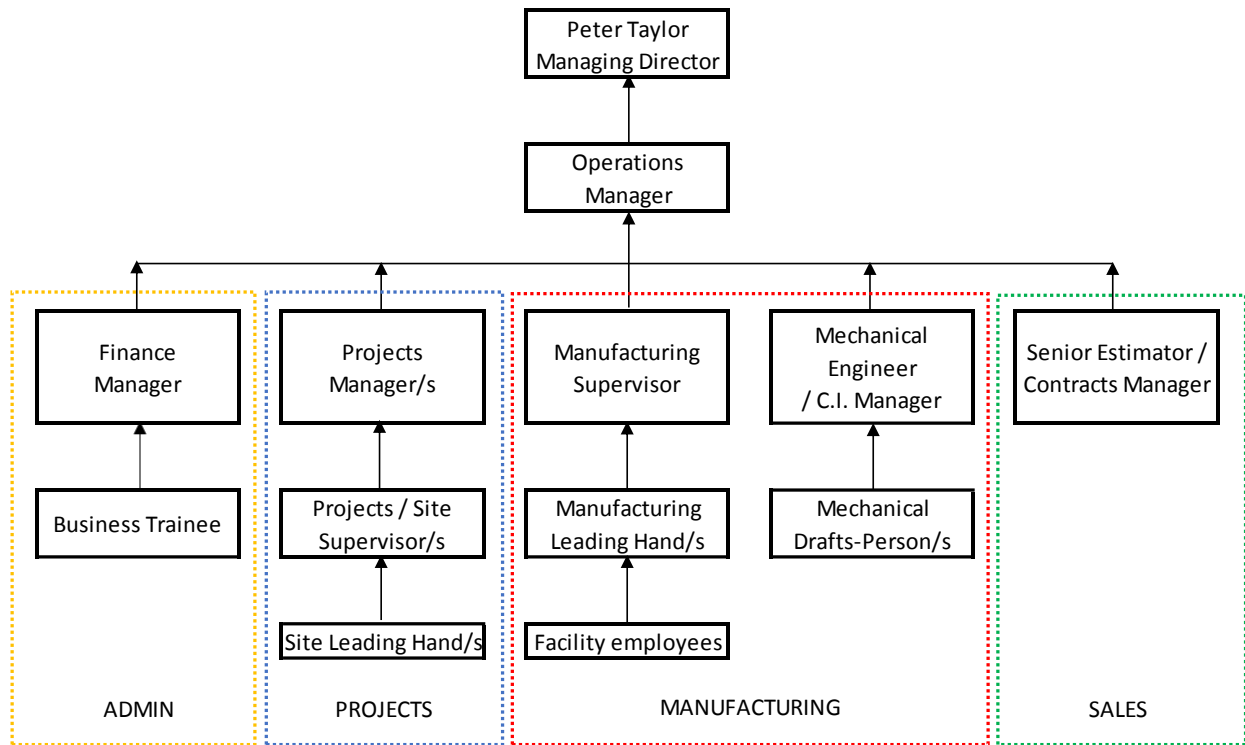


<p>Personal Attributes</p>	<ul style="list-style-type: none"> • Ability to work autonomously and within a team, effectively managing own workload, as well as other junior staff. • Maintain strict “confidentiality” of all business information. • Ability to lead and coach a team. • Effective communication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