POSITION DESCRIPTION
Fabrication Foreman

Position Reports to: Workshop Manager

Primary Objective: Supervise fabrication trades and semi skilled employees to ensure assigned work conforms to quality, time and productivity

SPECIFIC ACCOUNTABILITIES
- Ensure sufficient task analysis are completed to carry work out safely.
- Ensure all direct labouring control work to safe working procedures and systems.
- Co-ordinate and allocate work to trade employees in accordance with directions.
- Request equipment, materials and consumables as required with in limits of authority.
- Monitor the use of materials and care of equipment and plant to minimise waste and damage.
- Prepare short term schedules at an agreed frequency ie daily and weekly.
- Ensure that all mechanical labour is constantly employed efficiently and effectively.
- Provide leadership and direction to assigned labour.
- Refer disciplinary action to the Workshop Manager.
- Ensure that work is performed as per Job Cards or ITP's and current schedule of works.
- Ensure all work is carried out to quality and specification requirements and that documentation is completed on time.
- Daily time cards are completed accurately and on time.
- Assist Workshop Supervisor in HR labour employment/recruitment.
- Assist in the management of an harmonious environment, team building and training of apprentices and other employees as required.
- Liaise and interface with Mechanical Foreman.
- Ensure housekeeping is ongoing by maintaining a clean and safe workplace.
- Enforce safety rules through ongoing communication and Toolbox meetings.
- Open/close Workshop.
- Ensure workshop security—Machine lockup—mobile equipment, gates, cupboards, office.
- Ensure equipment and tools are secure and used correctly.
- Estimate hours remaining to be completed on jobs.
- Help in technical queries.
- Follow job cards thoroughly.
- Sign Start and Finish times on time cards daily.
- Check timecard codes.
- Assist in estimating potential jobs.
- Coordinating machine shop deliveries to subcontractors and clients.
- Expedite Supplier/Subcontractor deliveries.
- Assist in interviewing new employees.
- Assist in performance appraisals.
- Assist in terminations.
- Assist in employee warnings.
- Plan overtime for approval.
- Assist in preparation of Production Schedule.
- Monitor RDO's, annual leave, sick leave, workcover leave etc.
- Receive and despatch goods.
- Investigate non conformance.
- Maintain work accuracy in all aspects of manufacture.
- Conduct preventative maintenance on machinery equipment and mobile equipment.
- Assist in preparation of Capital Budget.
- Assist in preparation of Tooling Budget.

AGREED KPI'S
- Safety; Zero LTI's, Maximum 2 MTI's per year, Maximum 20 FAI's per year.
- Industrial Relations, zero lost time.
- Delivery, 95% to current schedule.
- Quality, 90% or substantial compliance of audits.
- Maximum of 5% down time of equipment.

COMPETENCY
Trade qualified. Minimum of 5 years experience in workshop supervision plus 10 years trade experience including machining plus a sound knowledge of gearboxes and pumps. Computer literate in word, excel preferable. Preferable forklift and non slewing crane competency.

Issued by: ....................................................Print Name: .................................................Date: ..........................

Accepted by:.................................................Print Name: .................................................Date: ..........................