
POSITION DESCRIPTION
Leading Hand Fabrication

Position Reports to: Workshop Supervisor

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

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 within limits of authority.
- ◆ Monitor the use of materials and care of equipment and plant to minimise waste and damage.
- ◆ Ensure that labour is constantly employed efficiently and effectively.
- ◆ Provide leadership and direction to assigned labour.
- ◆ Refer disciplinary action to the Workshop Supervisor.
- ◆ 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.
- ◆ Checking of work performed by all employees at 'Critical' Hold Points.

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.

COMPETENCY

Trade qualified. Minimum of 5 years experience in workshop as LH plus 5 years trade experience.

Issued by:Print Name:Date:

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