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## POSITION DESCRIPTION

### Mechanical Foreman

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**Position Reports to:**           **Workshop Manager**

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

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#### 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.
- ◆ 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 Fabrication Foreman.
- ◆ Maintenance of machinery, ie Horizontal Borer, Mill Machine and Lathes etc.
- ◆ 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 timecards daily.
- ◆ Check timecard codes.
- ◆ Assist in estimating potential jobs.
- ◆ Coordinating machine shop deliveries to subcontractors and clients.
- ◆ Expedite Supplier/Subcontract 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:.....

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