

Position Description

Position Title: Summary – Manufacturing Team Leader

Reporting to	Executive Operations Manager
Direct Reports	Workshop Team Leader
Liaises with internally	Internal Stakeholders – Engineering (Manufacturing Specialist), Work Schedule Supervisor (Peter Mann), Sales Department (Client), Logistics (All Freight), Finance, Legal and Administration, People & Culture, Marketing, QLD & WA Offices
Liaises with externally	Suppliers
Purpose of the Position	The Manufacturing Team Leader ensures efficient and effective operation of manufacturing processes, focusing on production optimisation, quality control, and cost reduction. They work to improve production output, implement new technologies, and ensure compliance with safety and quality standards. This role may also involve troubleshooting equipment, training staff, and coordinating with other departments.:
Behaviours/Values	Respect – We value all people, opinions, abilities and qualities Quality – Do it Once; Do it Right Integrity – Trust our Service, People and Products Teamwork – Where Everyone Wins Transparency – Dealing honestly and fairly with everyone Customer Focus – Your Happiness is our Success
Essential Criteria	<ul style="list-style-type: none"> • Technical Skills - proficiency in manufacturing processes, equipment, and materials. • Demonstrable experience in managing OHS compliance • Strong interpersonal and communication skills – proven team leader. • Essential – experience in liaising with internal stakeholders such as engineering, sales & logistics. • Be a qualified tradesperson, Fitter & Turner/Machinist and experience in the manufacturing environment (preferred) • Problem-solving skills with the ability to evaluate technical issues and provide sound engineering solutions keeping in mind costs, schedules, and operational performance • Ability to understand production processes used in the manufacture/repair of steel products • Capacity to develop and implement procedure, processes and systems to support the production facility in achieving and developing objectives • Capacity to motivate and manage the workshop team • Capacity to deal with conflicting priorities and plan accordingly to meet deadlines or targets • A current driver licence
Preferred Criteria	<ul style="list-style-type: none"> • Ability to work under pressure and to deadlines • A demonstrated commitment to continuous improvement and commercial productivity • Valve knowledge advantageous.
Key Performance Indicators	<ul style="list-style-type: none"> • Scheduling demands continuously met • Prioritising work in step with any issues that arise • Ability to complete an assigned task within the required time frame • High attention to detail • High level of communication with the Production staff and members of the Management Team

- Compliance with all John Valves systems, standards, policies, and procedures
- Complete preventative maintenance requests as per schedule
- Strong organisational skills

Tasks and Responsibilities

For the Workplace

- Adhere to human resources policies including anti-discrimination, harassment, bullying and victimisation policies
- Adhere to workplace health and safety policies and proactively contribute to maintaining a safe and clean work environment
- Display a positive attitude and be an active member of the team
- Treat others with respect
- Follow direction provided by senior members of the team, where authorised

Key Responsibilities for the Role

- Provide supervision and leadership to workshop staff
- Ensuring adherence to safety regulations and company policies, implementing safety protocols, and potentially conducting risk assessments.
- Developing and implementing production plans, analysing production data, optimising processes to improve efficiency and reduce waste, and identifying areas for improvement.
- Maintaining and troubleshooting manufacturing equipment and potentially participating in the installation and commissioning of new equipment.
- Training production staff on equipment, processes, and safety procedures.
- Ensure all projects have John Valves engineering drawings & instructions before work commences
- Appoint & pro-actively manage key suppliers
- Ensure compliance with OHS/WHS standards, lead daily pre-starts/toolbox meetings and promote a safety-first culture
- Ensure that finished product meets expected customer quality requirements
- Ensure products whether manufactured or purchased, meet the specification and applicable standards requirements including testing regimes
- Ensure the machine shop is operated safely,
- Collate parts for assembly according to order from BOM
- Coordinate operations team leave, rostering & work hours
- Maintain workshop cleanliness, equipment readiness, and service schedules
- Oversee dispatch meetings aligned with current production schedule
- Test certificates are attached and sent to customer
- Overseeing the apprentices and their individual course requirements, ensuring that practical application is taught and experienced within John Valves prior to competency sign off with Federation University.
- Pick-up/deliver parts to local Ballarat suppliers
- Create & monitor purchase orders for workshop related consumables, such as nitrogen bottles, scrap bins, masks & PPE
- Allocation of storage for all work orders & tracking

Key Competencies

- Mechanical aptitude for understanding
- Good verbal and written communication skills
- Ability to work cooperatively and respectfully with other from various backgrounds and cultures
- Flexible and adaptable with ability to problem solve and multi-task
- Ability to work un-supervised and under pressure
- Ability to work as a team & to lead by example
- Strong organisation skills, with ability to prioritise and follow through
- Foster a trusting, inclusive and mutually supportive environment and treat each individual with dignity, integrity and respect
- Contribute to a culture that promotes the safety and wellbeing of all employees.

Standard Management

- Strict compliance with all John Valves systems, standards, policies and procedures
- Promoting safety and risk management initiatives at all times
- Ensure activities meet with and integrate with organisational requirements for; expected workplace behaviours, quality management, health and safety, legal stipulations, environment policies and general duty of care
- Comply with Occupational Health and Safety standards in accordance with OH&S manual.
- This Position Description is intended to describe the general nature and level of work that is to be performed by employees assigned to this job. It is not intended to be an exhaustive list of all responsibilities, duties and skills required. Any elements of this Position Description may be changed at Company discretion and activities may be added, removed or amended at any time.

I acknowledge the duties set out in the Position Description above and understand that the Position Description and duties may alter from time to time to suit the needs of the business.

Name:

Signature of Employee:

Date: