

## Position Description

### Position Title: Summary – Workshop Supervisor

|                         |  |
|-------------------------|--|
| Reporting to            | Operations Manager   |
| Direct Reports          | Operations Manager   |
| Liaises with internally | Internal Stakeholders – Engineering (Manufacturing Specialist), Work Schedule Supervisor (Peter Mann), Sales Department (Client), Logistics (All Freight)  |
| Liaises with externally | Suppliers  |
| Purpose of the Position | <p>A Workshop Supervisor ensures efficient and effective operation of manufacturing processes, focusing on production optimization, 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.:</p> <ul style="list-style-type: none"> <li>Employee safety</li> <li>Employee competence</li> <li>Product quality</li> <li>Resource planning</li> <li>Production scheduling and output</li> <li>Process improvement</li> <li>Productivity efficiency</li> <li>Operating expenses</li> <li>Cost reduction</li> </ul>   |
| Behaviours/Values       | <p><b>Respect</b> – We value all people, opinions, abilities and qualities<br/> <b>Quality</b> – Do it Once; Do it Right<br/> <b>Integrity</b> – Trust our Service, People and Products<br/> <b>Teamwork</b> – Where Everyone Wins<br/> <b>Transparency</b> – Dealing honestly and fairly with everyone<br/> <b>Customer Focus</b> – Your Happiness is our Success</p>   |
| Essential Criteria      | <ul style="list-style-type: none"> <li>Technical Skills - proficiency in manufacturing processes, equipment, and materials.</li> <li>Demonstrable experience in managing OHS compliance</li> <li>Strong interpersonal and communication skills – proven team leader.</li> <li>Essential – experience in liaising with internal stakeholders such as engineering, sales &amp; logistics.</li> <li>Be a qualified tradesperson, Fitter &amp; Turner/Machinist and experience in the manufacturing environment (preferred but not essential)</li> <li>Problem-solving skills with the ability to evaluate technical issues and provide sound engineering solutions keeping in mind costs, schedules, and operational performance</li> <li>Ability to understand production processes used in the manufacture/repair of steel products</li> <li>Capacity to develop and implement procedure, processes and systems to support the production facility in achieving and developing objectives</li> <li>Capacity to motivate and manage the workshop team</li> <li>Capacity to deal with conflicting priorities and plan accordingly to meet deadlines or targets</li> <li>A current driver licence</li> </ul> |
| Preferred Criteria      | <ul style="list-style-type: none"> <li>Ability to work under pressure and to deadlines</li> <li>A demonstrated commitment to continuous improvement and commercial productivity</li> </ul>   |

|                            |   |
|----------------------------|---|
| Key Performance Indicators | <ul style="list-style-type: none"> <li>• Valve knowledge advantageous.</li> <li>• Scheduling demands continuously met</li> <li>• Prioritising work in step with any issues that arise</li> <li>• Ability to complete an assigned task within the required time frame</li> <li>• High attention to detail</li> <li>• High level of communication with the Production staff and members of the Management Team</li> <li>• Compliance with all John Valves systems, standards, policies, and procedures</li> <li>• Complete preventative maintenance requests as per schedule</li> <li>• Strong organisational skills</li> </ul> |
|----------------------------|---|

## Tasks and Responsibilities

### Key Responsibilities for the Role

- Provide supervision and leadership to workshop staff
  - Personnel reviews
  - Workshop staff training
- Ensuring adherence to safety regulations and company policies, implementing safety protocols, and potentially conducting risk assessments.
- Developing and implementing production plans, analysing production data, optimizing 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 JV engineering drawings & instructions before work commences
- 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
- Manage Production team leave, rostering & work hours
- Oversee dispatch meetings aligned with current production schedule
- 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.
- Create & monitor purchase requisitions for workshop related consumables, such as nitrogen bottles, scrap bins, masks & PPE
- Allocation of storage for all work orders & tracking
- Workshop personnel timesheets & leave, general rostering
- Creating and Maintaining gauge and tooling lists
- Maintaining a maintenance schedule for workshop equipment
- Oversee and manage all aspects of the machine shop + workshop