

Position Title:	Supervisor / Foreman	Name:	
Reports to:		Location:	
Start Date:		Department:	
Primary Purpose of Position:			
The primary purpose of this role is to supervise the production line operation in accordance with plan policies and procedures. The supervisor / foreman will be responsible for developing policies and monitoring team performance. They must also ensure time-frames are adhered to and OHS requirements are met.			

Key Responsibilities & Duties:
<p>Major Responsibilities include but are not limited to:</p> <p>1. <u>Major Accountabilities</u></p> <p><i>(Generic Responsibilities)</i></p> <ul style="list-style-type: none"> • Train and coach production line employees • Conduct employee performance reviews • Responsible for shift schedule to include: <ul style="list-style-type: none"> - work station assignments/rotations - employee training - employee vacations - employee breaks - overtime assignment - back-up for absent employees • Coordinate production start-ups, shutdowns, and changeovers • Coordinate with HR for appropriate staffing levels • Schedule and conduct shift meetings • Responsible to meet shift production goals • Responsible for quality control. Make adjustments as necessary during shift to produce product within specifications • Ensure a clean and safe work area • Complete shift paperwork • Assist in production as necessary <p><i>(OHS Responsibilities)</i></p> <ul style="list-style-type: none"> • Know and understand the company's Site Safety Management Plan • Ensure all activities are conducted in accordance with all OHS requirements • Ensure all Safe Work Instructions are followed • Follow the company's policies and procedures at all times <p>2. <u>General:</u></p> <ul style="list-style-type: none"> • Meet attendance requirements • Work without constant supervision • Be effective in meeting deadlines • Produce accurate and quality work • Achieve improved business performance • Meet all requires of employment contract • Implement company policies as required

3. Working Relationships

Internally this position works with:

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Externally key working relationships are with:

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Key Competencies

- Knowledge of the manufacturing processes, procedures, and machinery
- Excellent communication and interpersonal skills
- Time management skills

Agreement

I have read this Position Description and confirm that:

- I fully understand the content and agree that it forms the basis of my employment at UBT
- I understand that the company may change the Position Description from time to time to suit the needs of the business

Signed
Employee.....Date:.....

Signed
Manager:.....Date:.....