

TPSM

Job Description

This form summarises the purpose of the job and lists its key tasks
It may be varied from time to time at the discretion of the company, in consultation with the postholder.

Job title: Powder Coating Supervisor

Name: TBC

Department: Production Accountable to Richard Knight, – Production Manager

Job Summary:

- To manage all of the work through the paintline as quickly and efficiently as possible.
- To constantly look for ways to improve.
- To motivate the team and lead by example.
- To support the company's goals and targets to achieve *profitable growth*

Key Tasks:

- Liaise with the other supervisors to ensure you receive the parts in sets or the order you require.
- Produce parts on time and in the correct order to achieve good flow to final assembly department and electro-mechanical assembly
- Produce good quality parts
- Maintain all jigs, hooks and fixtures.
- Look at ways to improve, cut costs, discuss, implement (continual improvement)
- Keep the working area organised and tidy (house keeping)
- Monitor and review your team's productivity/output. e.g. clocking on
- Ensure routers are correct.
- Control overtime hours
- Identify any training requirements for your team
- Ensure a safe working environment (health and safety)

Competency and Evidence

Essential skills required

- Good communication skills
- Previous supervisory or managerial experience of people must be demonstrated
- Ability to work under pressure and to tight deadlines.
- Previous experience of powder coating processes and requirements must be demonstrated
- Flexibility – to deliver services effectively, a degree of flexibility is needed and the post holder may be required to perform work not specifically referred to above.