



ROLE DEFINITION

Job Title: Production Supervisor

Reporting to: Operations Manager

Reports: Fitters

Principal role: The principal role of the Production Supervisor is to oversee and manage the assembly of products to ensure on time, on budget delivery to a standard of excellence.

Key Responsibilities and accountabilities

Oversee fitting operation to ensure mechanical products are assembled in accordance with drawings, specifications and build procedures:

- Build sheets should be used at all times. Ensure that all fitters are issued with a build sheet and where appropriate a fitters QA sheet before starting a job.
- Ensure that each operation on the build sheet is signed for as it is completed, if additional time is spent then ensure appropriate recording.
- Ensure that all the parts in the kits issued are used and that all products are finished, quality assured and ready for use.
- BOM Errors such as missing or extra parts should be notified via ECR`s. Ensure that fitters are suitably trained.
- Incorrectly manufactured parts should be immediately highlighted to the Purchasing Manager. Ensure that a non-conformance or Rejected note is completed by the fitter.
- Inspect the fitters work at regular intervals (multiple times per day) to ensure work is of a high quality and being completed in the appropriate and allocated time.
- Ensure that fitters work to assembly drawings.

Oversee any Modifications:

- Encourage and motivate the Fitting team to offer ideas/innovative ways of improving the machine design/functionality/performance, and to challenge the norm.
- Make modifications in conjunction with the design team, during build to facilitate the customer's requirements. This is especially relevant with regard to new machine designs.
- Ensure that notes are made to document changes, where required ECR's should be raised.

Oversee the Manufacture of bespoke parts:

- Oversee the manufacture and fabrication of bespoke parts in the machine shop when required, this includes risk assessments, safety, cleanliness and machine servicing, etc.
- Risk assessments should be carried out by you or a suitably trained person appointed by you. These will be recorded in the risk assessment folder.
- Ensure that fitters have the following information – Description of work required, time allocated to complete the work, drawing or design to work to, relevant PPE equipment – ensuring that it is used, the skills required to operate any machines being used.
- Create and maintain an up-to-date Skills Matrix with this information.

Work to deadlines and changing priorities whilst maintaining a high standard:

- The Fitters should be able to complete the work assigned in the indicated time.
- The quality should be of the highest standard and Fitters should where possible always FULLY complete and test their work before moving on to the next job.
- You should always inform the Operations Manager of any deviation at the earliest opportunity.
- Manage the production plan in conjunction with the Operations Manager.
- Overtime may be required by yourself and the fitters to meet the business needs

Managing Systems:

- Ensure all Fitters are trained to use the Factory Master System to capture and record time worked on each job.
- Always ensure that they are booked onto the correct Works Order by scanning the barcode on the Route card
- Ensure that the Fitting Team clock in and clock out immediately before they start assembly and immediately at the end of their working day.
- Ensure any overtime is captured each month and signed off by yourself.
- Ensure when not working directly on a Job that they book onto an alternative number (Another job, non-charge code – Loading, part collection etc.)
- Produce a weekly report to ensure that all time has been allocated to the correct works orders and each employee has completed their working hours.

Overseeing House Keeping and maintaining well organised Factory Lay Out:

- Ensure that the factory lay out plan is completed in advance of machine and equipment delivery. Ensure that a factory lay out plan is communicated and placed on the production notice board for information, prior to the delivery of machines or equipment.
- Consider Health and Safety at all times, in relation to any new factory layout plan, notifying the relevant people involved.
- Ensure that the factory is a clean, safe and a non-hazardous environment by ensuring a high standard of housekeeping:-
 - Work benches should contain only the current job and waste should be placed in the relevant bin.
 - Tools should be kept in good condition and any problems resolved using your monthly budget in conjunction with the Operations Manager where significant cost will be incurred.
 - Any parts left after building an assembly or sub assembly should be identified with the part number and WO and returned with the BOM by the fitter and returned to you for investigation and corrective actions.

Overseeing Quality:

- Everything the fitters produce will come under the Production Supervisors remit. You must ensure your team understand their responsibility to produce high quality, fully completed work in the allocated time.
- Monitor quality and ensure that all areas meet Ridgway standards and are in line with quality assurance sheets and QA standards.
- Ensure that paint and other finishes are protected during build to avoid any damage to the machine.
- Any quality issues should be highlighted to the Operations Manager immediately.
- Fitters should inspect their own work as they build and ensure their work is first class. You should then check to ensure nothing of a poor quality is handed over.

Work with and support other departments:

- Maintain good working relationships with Design, Sales, Purchasing and Finance involving them in any relevant issues.
- Attend meetings such as production hand over's, sales handovers, CI meetings and any other meetings that will improve the performance and output of you and your team.

Provide training within the company:

- Where required, carry out training for others within the company to enable continued development and education.

Health & Safety:

- Ensure the safety of all personnel.
- Ensure that PPE is available and used.
- Prepare health and safety documentation including risk assessments and method statements.
- Ensure training has been received for all machines and tooling equipment, keeping an up to date visible skills matrix.
- Ensure and accidents or near misses are logged appropriately and the Operations Manager is informed.

People Management:

- Ensure the wider business plan is communicated to your direct reports.
- Ensure that they understand how, when and why they can contribute to the business plan through cascaded individual and team objectives.
- Effectively manage, train and engage all direct reports with support from HR.
- Conduct timely annual appraisal meetings for all direct reports.
- Produce annual PDP's for all direct reports aligned to support Ridgway's business plans.
- Conduct regular review's of PDP's to ensure appropriate and effective progress is being made.
- Work with HR to induct new starters into the business with the relevant training for the role.
- Ensure all your direct report's are aware of Ridgway's values: Honesty, Trust, Team Work, Enthusiastic, great people doing their best, Enjoyment of work, Celebration of Success, Creativity.

PERSON SPECIFICATION

Key Competencies/experience

- Experience of managing, motivating and developing a team.
- Proven track record in mechanical fitting and assembly.
- Strong verbal, written and visual communication skills.
- Excellent problem solver, innovative and creative thinker.
- Self-motivated, self-starting and highly organized with the ability to work unsupervised.
- Ability to work on a variety of projects of varying duration.
- Adaptable to change, resilient, with a dynamic approach and ability to challenge the norm.
- Familiar with quality within projects ideally worked with ISO standards.
- Understanding of Health and Safety at work.
- Experience of lean manufacturing.
- Experience in Continuous Improvement Methodology.

Qualifications & Specific Technical Skills

- Broad fitting and/or assembly engineering background.
- HNC in mechanical and/or electrical engineering.