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# Job Description

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| **Job Title:** | Fabrication Supervisor |
| **Reports to:** | Factory Manager |
| **Full or part-time role:** | Full time - 42.5 hours per week  (plus overtime if required) |
| **Last updated:** | 18/11/2024 |

In general, you will work as part of the team, being flexible in your approach to your work, fulfilling any reasonable request to do any task that arises and is within your capability. However, the information below provides details on the key indicators of effective performance in your role.

Overall, we ask our employees to deal with all aspects of the role professionally, in particular ensuring all matters are dealt with in an accurate and timely manner, whilst maintaining confidentiality and high customer service standards. The role holder should always make decisions that ensure compliance with the overarching company policies, procedures and ethos whilst remaining open to making suggestions for changes and improvements to the existing practices.

## Overall responsibilities

* Producing a range of aluminium windows and doors to meet specifications, deadlines and quality standards and without avoidable errors.
* Reporting to, assisting and supporting the Factory Manager as appropriate.
* Aiding the Factory Manager in ensuring Health & Safety standards within the factory are met at all times and reporting any concerns immediately.

## Key areas of performance

The information below provides details on the key elements required for the role holder to perform effectively:

* Understands and complies with all production procedures (Taping, cutting, CNC, crimp and gearing) for all products.
* Assists in scheduling and planning production activities as requested by the Factory Manager.
* Manufactures products following daily/weekly schedule and to meet our quality standards.
* Informs Factory Manager promptly of any stock shortages.
* Works different zones as and when necessary with sufficient training to do so.
* Communicates ideas for improvements or any concerns to line manager as soon as possible through direct communication or the weekly team meeting, which is documented and shared with senior management.
* Understands and complies with all Health & Safety policies and procedures and reports any issues or queries immediately to the relevant manager or through the weekly team meeting, which is documented and shared with senior management.
* Ensures products pass quality control checks before dispatch.

# Person specification

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|  | **Essential** | **Desirable** |
| **Work-based competencies** | * Able to understand and work to scheduled deadlines * Good general practical ability and able to use tools and machines safely and to quality standards * Able to interpret and follow manual instructions * An understanding and appreciation of H&S in a factory setting * Good attention to detail * Good people management skills * Good communication skills * Basic ICT skills | * Able to work unsupervised on tasks such as crimping, bending and gasketing, CNC operation and sawing * Willing & able to learn how to drive the forklift |
| **Behavioural competencies** | * Organised/logical * Practical in nature * Emotionally intelligent * Hardworking * Quality driven * Reliable * Team player * Flexible * Presents solutions not problems * Conscientious * Able to be assertive when appropriate especially where H&S is concerned |  |
| **Qualifications & experience** | * Proven fabrication experience * Previous experience of working with aluminium profiles * Proven experience of working in an environment that requires an understanding the health and safety requirements of working with machinery and tools * Previous experience of working in a similar industry |  |
| **Organisational fit** | * Enjoys working with a diverse range of people and cultures * Values open communication and feedback |  |
| **Special requirements** | * Able to sustainably work in a physically demanding role which involves heavy lifting. * Able to independently lift up to 25kg * Able to work effectively in a noisy environment with changes in temperature * Willing and able to wear all Personal Protective Equipment (PPE) required for H&S. | * Willing and able to occasionally work overtime in peak times of production |