



JOB DESCRIPTION

Position:	PLANT & MACHINE OPERATOR / TEAM LEADER	
Department:	Operations	
Head of Dept:	National Operations Manager	
Reporting to:	Production Manager	
Accountabilities	Responsibilities	Outcomes / KPI's
Overview	<ul style="list-style-type: none"> • Hands-on team member responsible for the safe operation of machines and equipment in the factory and grounds • General factory duties as instructed • 	<ul style="list-style-type: none"> • Optimum operation of all machinery and equipment within the field of responsibility
Leadership	<ul style="list-style-type: none"> • Provide leadership & support to the team • Liaise with the Production Manager and Dispatcher to schedule daily activities • Identify problems and solutions and escalate these to the Production Manager as required • Daily meetings held with the team and at shift handover • Manage & ensure training of new operators • Manage & ensure training of the team on any new or change of procedure or product • Adhere to production and workshop SOP's and best practice • Take a proactive approach to H&S - enforce appropriate PPE and promote a safe work environment at all times 	<ul style="list-style-type: none"> • Team members are all deployed to the best level of their ability • Training on relevant SOP's is carried out and signed off for each individual • Processes and standards are adhered to at all times • PPE is worn by all team members as appropriate for each task
Machine and Equipment Operation	<ul style="list-style-type: none"> • Operation of equipment to SOP standards at all times • Safely operate extruder, masterbatch dispenser, grinding mill and other factory machines • Safely operate, set and secure moulds for the roto-mould oven • Safely operate fork hoist • Safely operate overhead gantry • Safely operate other equipment and machines in the factory and grounds to SOP standards 	<ul style="list-style-type: none"> • Appropriate training and authority required before use of specialised equipment • Achieving daily output requirements • Material meets quality standards

<p>Additional Core Responsibilities in the Factory</p>	<ul style="list-style-type: none"> • Produce work in accordance with daily production schedule • Monitor quality of powder manufactured • Record daily production output • Trim products to specifications • Assemble parts to specification • Finish goods to quality standards • Thoroughly clean all equipment and work area to prevent imperfections and waste • Ensure accuracy of material weight and specification to meet with quality expectations • Program machine(s) to the appropriate cycles for the products that are planned • Monitor your work to ensure proper timing, if required • Use the correct tools and materials for the job you are working on 	<ul style="list-style-type: none"> • All work carried out in accordance with training and documented processes and procedures • No H&S issues due to poor mould preparation • Trimming requirements minimised through thorough and effective clamping of moulds
<p>Finishing and Quality Control</p>	<ul style="list-style-type: none"> • Trim excess material from finished products using specified tools or knives • Carry out quality checks and testing as required • Identify and trouble-shoot any issues and liaise with Factory Manager accordingly • Participate in continuously improving our quality, processes and procedures 	<ul style="list-style-type: none"> • All product complies with quality standards ready for dispatch
<p>Health & Safety</p>	<ul style="list-style-type: none"> • Demonstrate awareness of H&S in all work environments and practices • Take all practical steps to ensure the safety of self and others • Wear required PPE at all times • Complete training as specified before commencing a task that is new to you • Maintaining a clean and environmentally safe work area • Report any incidents, near misses or breakdowns to management • Attend daily meetings for your area 	<ul style="list-style-type: none"> • Compliance with H&S policies, regulations and practice • Zero safety incidents or near misses reported • Appropriate PPE always worn • Contributes to meetings as appropriate

General Capabilities and personal aptitude	<ul style="list-style-type: none"> • Ability to work without supervision • Ability to work to deadlines • Compliance with directives and instruction • Compliance with standard operating procedures • Respectful attitude towards others in the workplace • Fit and able to lift up to 20kg • Flexibility with hours during peak demand periods if required 	<ul style="list-style-type: none"> • Delivering results on time • High standard of output
Growth & Development	<ul style="list-style-type: none"> • Contribute to a positive team environment, embracing the Promax Company Values • Take a proactive approach to improvement and efficiency in the workplace • Identify deficits in knowledge or training and actively seek opportunity for professional development 	<ul style="list-style-type: none"> • Skills are up-to-date and appropriate for the role at all times • Demonstrates commitment to improvements – for self and in the workplace • Demonstrates alignment with Promax values
Other Duties	<ul style="list-style-type: none"> • As directed by your supervisor 	

Date: _____

Employee Name: _____ **Signature:** _____

Promax Manager: _____ **Signature:** _____

Job description last updated:	4 October 2019
Updated by:	Michelle Blythen.
Approved by:	Shaun Piper

PROMAX VALUES & BEHAVIOURS



RESTLESS

We are innovative and give customers solutions others can't.

RESPONSIVE

We are customer led, nothing is ever a problem.

FUN

We are enjoyable & a pleasure to deal with.

RELIABLE

We are dependable, we never let people down.

AMBITIOUS

We are leaders, our customers know they are with the best company.



Promax

LIQUID MANAGEMENT SOLUTIONS