

Supervisor/Foreman Job Description

Department: Production

Working Hours: Monday-Friday 7am- 5.30pm, some Saturday work - 7am-1pm

Reports To: Production Manager

Location: Enniskillen

Employment Type: Full-Time

Salary: Competitive

Role Overview

The Supervisor/Foreman at our Precast Concrete Factory is responsible for overseeing daily operations within the production area. This role involves managing a team of workers, ensuring that production targets are met, maintaining quality standards, and ensuring a safe working environment. The Supervisor/Foreman will also work closely with the Production Manager to optimise processes and improve efficiency.

Key Responsibilities:

- **Team Supervision:**
 - Lead, supervise, and motivate a team of production workers.
 - Assign tasks, manage workloads, and monitor team performance.
 - Provide training and guidance to team members to enhance skills and productivity.
- **Production Management:**
 - Oversee the entire production process of precast concrete products, ensuring that production schedules are followed.
 - Coordinate with other departments (e.g., maintenance, quality, despatch) to ensure seamless production.
 - Troubleshoot production issues and implement solutions to minimise downtime.
- **Quality Control:**
 - Ensure that all products meet the required specifications and quality standards.
 - Conduct regular inspections of materials, equipment, and finished products.
 - Address any quality concerns immediately and work to prevent recurrence.
- **Safety Compliance:**
 - Enforce safety protocols and guidelines within the factory.
 - Conduct regular safety meetings and drills.
 - Ensure that all workers are wearing appropriate personal protective equipment (PPE) and following safety procedures.

- **Inventory and Equipment Management:**
 - Monitor and manage inventory levels of materials and supplies.
 - Ensure that all equipment is properly maintained and in good working order.
 - Report any equipment malfunctions or maintenance needs promptly.
- **Reporting and Documentation:**
 - Maintain accurate records of production data, including output, defects, and downtime.
 - Document any incidents, accidents, or near misses and report them to management.
- **Continuous Improvement:**
 - Identify opportunities for process improvements and work with the Production Manager to implement changes.

Qualifications:

- **Experience:** Minimum of 2 years of experience in a production environment, with at least 1 year in a supervisory or foreman role.
- **Skills:**
 - Strong leadership and team management abilities.
 - Excellent problem-solving and decision-making skills.
 - Good understanding of precast concrete production processes and quality standards.
 - Familiarity with safety regulations and best practices in a factory environment.
 - Ability to read and interpret blueprints, technical drawings, and specifications.
 - Proficient in using basic computer software (e.g., Microsoft Office, production management systems).

This job description is intended to convey essential duties and responsibilities and should not be construed as an exhaustive list of responsibilities, duties, and skills required. Management reserves the right to make changes at their discretion.