



JOB DESCRIPTION

A IDENTIFICATION INFORMATION

A1	Job title:	Foundry Supervisor
A2	Department/Programme:	Factory
A3	Section	Mechanical
A4	Reports to (position):	Mechanical Manager
A5	Supervises (Name of Positions):	Moulders, Fettler, Pattern makers

B JOB DESCRIPTION

B1 Overall purpose of the job.

To supervise, control and coordinate all the foundry workshop operational tasks during the production of quality cast spare parts.

Key Responsibilities

Verification of materials and quality assurance

- Verify and check patterns and core making materials, ferrous and nonferrous metals and other raw materials and ensure that.
- Maintain the pre-set dimensional and casting quality standard of patterns for the parts.
- Build quality assurance in all the stages to produce castings.
- Supervise the testing of sand and metal in the Laboratory

Training.

- Carry out on job training of subordinate staff and give guidance to students on industrial training.

Task allocation and supervision.

- Allocate the staff specific job tasks and monitor their performance providing the necessary technical backup and guidance required
- Record in workshop inventory spares produced.

Making requisitions.

- Receive job orders, specify material requirements and initiate requisitions for approval by the Foundry Manager.

Staff punctuality

- Check the attendance and punctuality of the subordinate staff
- Enforce safety, health and environment policy to subordinates and ensure an accident free environment.

Other Duties Perform any other related duties as maybe assigned by the Foundry Manager/ Management from time to time.

C Knowledge, qualifications & Experience

C1.1 Education A Master Craft Certificate in Foundry and a Certificate in basic supervision.

C1.2 Experience, Skills and Competences

A minimum of three to five (3-5) years' experience in related field.

C2.1 Specific Knowledge/Skills: Knowledge in moulding and casting, pattern and core making, identification of various ferrous and non-ferrous metals, knowledge of foundry technology and good supervisory and communication skills.

Communication Skills: The position demands constant interactions with employees, management, and stakeholders throughout the business and, therefore, communication skills are an absolute necessity.

Ms Office: A candidate for this position must be proficient in the use of Ms Word, Ms Excel, and PowerPoint, all necessary for the creation of not only visually but verbally engaging materials, reports, presentations, and proposals for departmental heads and management, stakeholders.

Analytical Skills: A candidate for this position must be capable of gathering and interpreting raw information and data, documenting findings, and drawing appropriate recommendations.

Interpersonal Skills: The candidate must be a helpful, calm and professional individual and