

POSITION DESCRIPTION

Position	Machine Operator
Report to	Team Leader
Direct & Indirect Reports	Nil
Business Unit	ReoXpress
Location	Milton
Delegated Authorities	Makes decisions as delegated by the Team Leader and in accordance with this Job Description

POSITION SCOPE AND PURPOSE

To be responsible for the quality and efficiency of reinforcing production. This includes the scheduling of work on a day-to-day basis, machine and production efficiencies, machine maintenance and ensuring health and safety systems are maintained.

- Control specific elements to the manufacturing operation, including stock and inventory, scrap and work in progress and output quality of production equipment.
- Maintain best practice for manufacturing and seek to find continuous improvements in processes and use of equipment.
- Ensure that quality of manufactured parts is to acceptable quality and best practice including reducing re-work.

KEY RESPONSIBILITIES

Health & Safety requirements are addressed in all operations and project planning.

Responsible for coils and bar stock usage - storage and handling.

Ensure that manufacturing equipment is safe, in good condition and that daily maintenance is carried out.

Production areas are to be kept clean and tidy and walkways are clear of obstructions.

KEY RESULTS

- All work is carried out in a safe manner and in accordance with company H & S policies.
- Throughout the workday H & S practice is observed and action taken if practices are unsafe or not being carried out.
- Health and Safety responsibilities for this role are met.
- Stock levels are maintained at optimal levels and appropriately stored.
- Equipment is maintained in a safe reliable and efficient condition.
- A high level of safety awareness within the workshop environment is displayed.

- Ensure the quality of finished goods is acceptable and that quality control systems are followed to ensure that non-conforming product is not manufactured or despatched.
- Consistent manufacturing output is maintained, and where new and improved systems are used, output increases against production objectives both on overall levels and against labour hours used.
- A high level of accuracy is evident in all aspects of the components.
- Ensure that packaging is suitable for despatch purposes.
- Product is despatched in appropriate packaging.
- Identify methods of improving the quality of products through manufacturing techniques or equipment.
- Re-work and errors are reduced.
- Undertake any other duties as may be reasonably requested by Calder Stewart management from time to time.

KEY RELATIONSHIPS

Internal

- Calder Stewart staff across all divisions

External

- Delivery Transport Operators

PERSON SPECIFICATIONS

Essential

- Mechanical or production knowledge using high volume machinery
- Knowledge of Health & Safety Legislation pertaining to a manufacturing environment
- Ability to accurately record and measure data
- Good attention to detail
- Excellent communication skills, both written and verbal
- Strong interpersonal skills
- Working knowledge of quality assurance techniques
- Good organisational skills
- A good level of physical fitness
- Ability to work within a team
- Ability to learn new techniques

Desirable

- Knowledge of an extensive range of reinforcing techniques and manufacture
- Experience in the reinforcing production environment
- Forklift and overhead crane experience
- Computer machine operation experience

CSSSL Standards – Attitude and Conduct

CSSSL Standards outline the key attributes we expect staff to apply as they go about their work and in their interactions with other colleagues and customers. These standards are outlined in the employee handbook.



Our Vision

**New Zealand's
property and build
partner of choice.**

Our Purpose

**Build a strong
future – for our
people, our
customers and
the communities
that we live and
work in.**

Our Values

**FIND A
WAY.**

We are open minded and continually work together to solve day to day challenges, identifying new opportunities for the future

**PLAY
FAIR.**

We are committed to respecting and supporting each other, being upfront and honest in the way we work and communicate

**BE
LOYAL.**

We are building on the legacy, keeping our word, creating trust and support for our teams and our customers

**OWN
IT.**

We take ownership of our wellbeing, our work and the work of our team.