



## JOB DESCRIPTION FORM

Email your CV to Sharon Winter: [swinter@upap.co.za](mailto:swinter@upap.co.za)

<b>JOB TITLE</b> Production Technician	<b>INCUMBENT NAME &amp; INITIALS</b>	<b>DEPARTMENT</b> Production UPP Roll Factory
<b>EMPL. NUMBER</b>	MONTHLY <input checked="" type="checkbox"/>	HOURLY <input type="checkbox"/>
	TEMP <input type="checkbox"/>	
<b>REPORTS TO</b> Name:		Title: Roll Factory Shift Supervisor
<b>SHIFT:</b> Permanent Shift		<b>DATE WRITTEN:</b> 18 April 2017
<b>GENERAL DESCRIPTION</b> The incumbent will effectively become the technical expert on shift for the roll factory. He will be able to rectify all mechanical and electrical problems as well as being the custodian of machine set up and settings both mechanically and electrically. The role requires extensive production knowledge and experience of the equipment in order to provide the technical expertise required to minimize downtime and scrap. By providing on shift technical expertise, change overs, set ups, breakdowns, trouble shooting and fault finding are expected to be done seamlessly and autonomously.		
<b>KEY PERFORMANCE INDICATOR</b>	<b>MAJOR ACTIVITIES / PRINCIPAL DUTIES &amp; RESPONSIBILITIES</b>	
1. <b>Productivity</b> Achieve 95% Performance to Plan, OEE of 70%	<ol style="list-style-type: none"> <li>1. Optimise M/C Outputs, focus on effective change overs, reduce all areas of downtime.</li> <li>2. Assist the Supervisor to learn how to improve production in all areas of the line.</li> <li>3. Know how to do all change overs and motivate the team to do them as quickly as possible.</li> <li>4. Ensure that the correct product is being made at all times.</li> <li>5. Ensure that the correct machine speed is being run at all times.</li> <li>6. Be able to complete shift reports when the supervisor/assistant supervisor is not available</li> <li>7. Be able to complete all maintenance tasks such as changing belts, perforation blade and, log saw blades as well as having the capacity to trouble shoot and rectify more complex items that will require more lateral thought and problem solving skills.</li> </ol>	
2. <b>Quality</b> No More than 2 customer complaints per month. Scrap must be below budget at 3.5%	<ol style="list-style-type: none"> <li>1. Be familiar with all product codes and specifications.</li> <li>2. Ensure that job changes are done to standard and that product manufactured following a job change meets specifications.</li> <li>3. Ensure that set up after any change over is done correctly..</li> <li>4. Consistently explore ways to minimise wastage of materials.</li> </ol>	
3. <b>Safety</b> Zero Injuries. Completed monthly documentation. Exceptional housekeeping.	<ol style="list-style-type: none"> <li>1. Ensure that all safe working procedures are adhered to at all times.</li> <li>2. Assist the Supervisor with his monthly Safety documentation when required</li> <li>3. Participate with the Supervisor with respect to the Safety Program.</li> <li>4. Ensure that the housekeeping is always at an exceptional level.</li> <li>5. Ensure that any unsafe practice is identified and reported immediately.</li> <li>6. Ensure that any unsafe condition is identified and reported immediately.</li> </ol>	
4.		
5.		
6.		
<b>Knowledge, Skills and Abilities Required</b>		
<ol style="list-style-type: none"> <li>1. Have sound knowledge of AC and DC motors, drive belts, gearboxes, pulleys, drives, PLC's, proximity switches, conveyors, bearings, shafts, couplings, servo motors.</li> <li>2. Be able to fault find on Siemens S7.</li> <li>3. Have an analytical mind that is pre-disposed to solving problems.</li> <li>4. Competent with using hand tools.</li> <li>5. Competent to execute precision set up.</li> <li>6. Knowledge of printing processes would be beneficial.</li> <li>7. Knowledge of tissue converting would be beneficial.</li> <li>8. A desire to learn production processes.</li> </ol>		
<b>MINIMUM REQUIREMENTS</b> (What is required to perform the Essential Duties? E.g. qualification, yrs experience)		
<ol style="list-style-type: none"> <li>1. A minimum of a Millwright qualification.</li> <li>2. Work experience in a manufacturing environment would be preferred.</li> <li>3. Ideal: 3-5 years in a tissue converting factory plus a millwright qualification.</li> </ol>		
<b>WORKING CONDITIONS</b>		
<ol style="list-style-type: none"> <li>1. This is a permanent shift position in the Roll Factory.</li> <li>2. Shifts are 24/7 and follow a 12hr shift pattern.</li> </ol>		