

**PRIDEX INDUSTRIES NZ LIMITED
POSITION DESCRIPTION**

Job Title <u>Production Engineer & Support</u>	Date updated: September 2008
Incumbent:	Signature of incumbent:
Division: Kitchen and Bathroom cabinets	Signature of team leader:

1. PRIMARY OBJECTIVE

To interpret kitchen drawings and specifications received from franchise, tender and contracts, further detailing and specifying information in a format understandable to the cabinet manufacturing plant.

To ensure the timely schedule and manufacture of products in line with franchise, tender and contract requirements as well as production capacity in accordance with set guidelines achieving specified quality standards resulting in optimum efficiency within budgetary constraints.

To continuously develop, refine and improve our processing and production Learcom system to support our product offerings.

To continuously develop, refine and improve the design 2020 software for all our franchise, to streamline and improve their sales and pre-production process.

2. PRINCIPAL ACCOUNTABILITIES – (Approximate % of time spent next to each accountability)

ACCOUNTABILITIES	MEASUREMENT CRITERIA	STANDARDS		
		<i>Minimally Successful</i>	<i>Fully Successful</i>	<i>Exceeds Fully Successful</i>
2.1 SCHEDULING (20-30%)				
Schedule new Incoming jobs in Inquiry Master system that require Dates according to our standard delivery DIP date or customer required date.	Fully schedule all new jobs in Inquiry Master daily.		Done daily	
Provide processing and scheduling updates to the daily production meeting	Meeting intervals, issues discussed	Meet daily and communicate key information from head office	Meet daily and communicate key information plus send feedback to Head office/sales	Meet daily, check with HO before meetings, full communication and feedback given with follow up on questions.
Develop, recommend and implement improved scheduling procedures	Changes to procedures accepted, documented and published	Some recommendations made	Gains acceptance of some changes	Gains acceptance of all changes

ACCOUNTABILITIES	MEASUREMENT CRITERIA	STANDARDS		
		Minimally Successful	Fully Successful	Exceeds Fully Successful
2.2 PROCESSING (40-60%)				
Process jobs as prioritized in Inquiry Master system set by production team	Plans ready as per Critical path time line	95% of jobs processed on time	100% of jobs processed on time	20% of jobs processed early
Read all notes, spec sheets and analyze plans checking any anomalies with Franchise Manager/consultant.	Number of plans processed without obvious errors	Oversights resulting in 2% processing errors	Oversights resulting in 1% processing errors	Zero oversights made
Break down the plans into specific components, giving clear instructions of detailed areas to factory processors on the floor	Number of questions asked per plan	Less than 5 questions per job	Less than 2 questions per job	1 question per job
Draw up auto cad plans as necessary for kitchens from sales offices that are not using compatible software.	Accuracy of the interpretation of data	Less than 3 mistakes	No mistakes	No mistakes
Check / process plans through processing software. (Translating to manufacturing software / instructions)	All relative information transferred	Oversight resulting in 2% processing errors	Oversight resulting in 1% processing errors	Zero oversights made.
Enter job into QuickCam capturing and checking all details	Accuracy of the transfer of information from plans	<2 mistakes per plan	<1 mistake per plan	1 mistake per plan
Number all parts on hard copy of the plans	Spot checks	2 oversights	1 oversight	100% correct
Check quantity of board and tape ordered in Cad Code	Correct quantity given to purchasing officer	<2 mistakes per month	>2 mistakes per month	No mistakes
Create a pick list for each job ensuring all parts are noted.	Spot checks to ensure List produced and complete for each job	3 oversights	2 oversights	1 oversight
Optimize, create and print processed job's document and barcode sticker for production team.	Spot checks to ensure Lists/barcode stickers produced and complete for each job	3 oversights	2 oversights	1 oversight
Print and make copies of processed plans as per SOP	Random checks to ensure all plans copied with info correct	90% complete and correct	95% complete and correct	100% complete and correct
Determine necessary products required for jobs for purchasing	Calculate correct quantities of product needed per job	3% product left out from complete job	1% product left out from complete job	Over stocked items allocated to jobs
Create electronic file in the company file structure	Random check to ensure all files scanned and filed	All files entered with 95% of all pages	All files entered with 98% of all pages	All files entered with 100% of all pages
Ensure all job instructions are clear and free of misinterpretations	Clear information given to the Factory floor.	Five questions received regarding a plan	Less than 2 questions received regarding a plan	Zero questions received regarding a plan

ACCOUNTABILITIES	MEASUREMENT CRITERIA	STANDARDS		
		Minimally Successful	Fully Successful	Exceeds Fully Successful
2.3 DEVELOPMENT and SUPPORT (40-60%)				
Continuous refinement and improvement of our processing and production Learcom software to support our entire product offerings	All jobs are processed for production timely and successfully	Some jobs processed manually or using other software such as Product Planner	Majority of all jobs processed using Learcom system with some but minimal delay	All jobs processed 100% using our Learcom system
Define and develop new range of product offerings into our processing and production Learcom software as required	All new requirements are defined and programmed on time and within spec as required	Some new products processed manually or using other software such as Product Planner	Majority of new product range processed using Learcom system with some but minimal delay	All jobs processed 100% using our Learcom system
Continuous refinement and improvement of our design2020 software to streamline and improve franchise sales and pre-production process.	All pricing and cabinetry product ranges and software version are up to date in 2020 for all franchise	Jobs are designed and processed easily with minimum error	All designs and jobs are processed with 99% accuracy	All design and jobs are processed with 100% accuracy
Ensure all 2020 training and technical support are provided to support all franchise operation across the country.	All staff are fully trained and proficient to use 2020 software design kitchens.	Jobs are designed with high accuracy and on time for potential customers	All designs and jobs are done with 99% accuracy	All design and jobs are done with 100% accuracy

ACCOUNTABILITIES	MEASUREMENT CRITERIA	STANDARDS		
		Minimally Successful	Fully Successful	Exceeds Fully Successful
2.4 QUALITY (10%)				
Ensure that all plans are produced to specification	Feedback from Franchise managers	<10 per month	<5 per month	<2 per month
Ensures that all tasks are carried out in a manner consistent with the procedures laid down in the relevant Standards of Operating Procedure (SOP's)	Compliance with ISO, SPP and SOPs documented	> 10 non-conformances noted	> 10 non-conformances noted	> 10 non-conformances noted
Ensure compliance with company policies and safety standards	Incidents of non compliance	More than 5 per month	Between 2 and 5 per month	Less than 2 per month
Adhere to guides lines as stated in the Network users guide.	Incidents of non compliance	More than 5 per month	Between 2 and 5 per month	Less than 2 per month

ACCOUNTABILITIES	MEASUREMENT CRITERIA	STANDARDS		
		Minimally Successful	Fully Successful	Exceeds Fully Successful
2.4 SAFETY, HEALTH AND ENVIRONMENT (5%)				
Operates in a manner consistent with the company's standards and values	Is fully conversant at all times with standards and values	Partially conversant; applies them occasionally	Fully conversant and always applies standards and values	Promotes the standards & values at any opportunity to the wider Pridex community
Maintaining high standards of housekeeping	Area inspections and internal S H & E audits	Audit score of 50%	Audit score of 75%	Audit score of 100%

Attending S H & E and GMP/ISO training sessions	Attendance records	1 training session attended per year	2 training sessions attended per year	All available training sessions attended
Reporting all incidents (hazards, accidents, occupational illnesses)	Incident reports	Some incidents reported	All incidents reported, investigated and actions taken within 60 days	All incidents reported, investigated and actions taken within 30 days
Undergoing occupational health monitoring as required by the company's health procedures	Meetings with OH Nurse	Meet with OH Nurse as required	Ensures that relevant staff meet with OH Nurse as required	Active promotes occupation HS at all levels
Notifies suppliers that any new chemically based product coming into company will be required to have MSD sheet.	All Chemicals must have MSD sheets when audit done	N/A	Sheets filed and available immediately when asked	Duplicate sheets easily found in relevant areas

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2.5 Training and General Duties. (5%)				
Learn and understand new product using training manuals, suppliers' brochures, internal and external courses.	Know all products in stores and learn new product thoroughly within 2 weeks of receiving it.	95% of product known and brochures read when received	100% of product known and brochures read when received	100% of product known and brochures and training requested
Do any other duties as assigned by management	Done to best ability with positive attitude	Done reluctantly	Done successfully	Done and additional training requested to upskill

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