

ACTOM HIGH VOLTAGE EQUIPMENT	SUBJECT	DOCUMENT No. JD146
	ACTIVITY PROFILE: Production Foreman/Supervisor: Medium Voltage Circuit Breaker (MVCB)	REVISION No. 01
		WRITTEN BY: Shane Smith
		APPROVED AND DATED 22/10/2025

1.0 SCOPE

The Production Foreman/Supervisor is responsible for supervising, controlling and leading the team in the Medium Voltage Circuit Breaker (MVCB) factory. The goal is to perform the activities related to the assembly of the CTB breakers by achieving the output of the master production schedule (MPS) by aligning the micro production planning and execution of the production in the factory. The scope is inclusive of utilising all resources in line with the company's processes, procedures and quality management system to achieve the customer due dates, ensuring efficiency and cost effectiveness.

This position works independently, cross-functionally, and within a team environment with Engineering, Supply Chain (Stores and Procurement), Commercial and SHEQ.

2.0 PURPOSE

The incumbent will be responsible for the supervision and controlling of the factory activities to ensure production alignment.

3.0 POSITION

Production Foreman/Supervisor

4.0 DEPARTMENT

Operations Management

5.0 REPORTS TO

Reports to the Production Manager

6.0 ORGANOGRAM

Yes

7.0 QUALIFICATIONS & EXPERIENCE

- Min requirement: Grade 12/Matric – with Mathematics and Science
- Relevant National Diploma – Production Management, Industrial/Electrical/Mechanical Engineering
- Certification relating to production/operations management i.e. DYNA training will be advantageous
- 5-10 years' experience in a manufacturing, electrical or mechanical role within a manufacturing/ engineering organisation.
- Proven understanding of production planning, scheduling and execution.
- Ability to read and interpret engineering drawings.

8.0 BEHAVIOURAL ATTRIBUTES AND EXPERIENCE/COMPETENCIES

- Proven knowledge on Syspro (ERP)
- Previous experience as a production team leader/supervisor/foreman
- Time management skills and the ability to delegate
- Excellent leadership, interpersonal and organisational skills.
- Strong communication and interpersonal skills (written and oral); including a working knowledge of Microsoft Office Suite is a necessity.
- Problem-solving skills
- Strong written & oral language skill (English).
- Excellent attention to quality in manufacturing.

ACTOM HIGH VOLTAGE EQUIPMENT	SUBJECT	DOCUMENT No. JD146
	ACTIVITY PROFILE: Production Foreman/Supervisor: Medium Voltage Circuit Breaker (MVCB)	REVISION No. 01
		WRITTEN BY: Shane Smith
		APPROVED AND DATED 22/10/2025

9.0 KEY PERFORMANCE INDICATORS

- Supervising factory staff and ensuring performance of daily activities.
- Responsible for planning the production according to the shop loading in date sequence unless otherwise instructed by the Production Manager.
- Managing, evaluating and reporting on production output and productivity.
- Processing works packs, job card and route cards and reporting on winding sections outputs.
- Responsible for printing of requisition forms (job cards) and submitting to the stores for issuing of material from stock.
- Responsible for the controlling of all drawings/paperwork mentioned above, in the winding section.
- Ensuring high housekeeping and maintenance standards in compliance with good lean principles and health and safety regulations in the factory, including the yard, in front and the side of the factory.
- Ensure that the quality controls are maintained according to the relevant procedures.
- Ensure time keeping and related discipline is maintained
- Ensure that all tools, machines and equipment are properly utilised and maintained.
- Responsible for checking of weekly time keeping with the wage department.
- Ensure that inventory integrity, accuracy and controls are in maintained for the work in process (WIP)
- Checking material received from stores for accuracy.
- Performing a daily inspection of the Factory areas under their control.
- Maintaining records, reporting relevant information, and preparing any necessary documentation.
- Serve as a liaison with other departments, often working cross-functionally in between the Procurement, Finance, Commercial & Engineering Department for demand planning
- Utilise the ERP system to obtain relevant information and record labour for complete jobs.
- Conduct corrective action measures relating to industrial relations matters.
- Responsible for opening and closing of the factory.
- Perform any other reasonable duties required by the designated Line Manager.

10.0 SHERQ Management (ISO 9001, ISO 14001 & ISO 45001)

- Responsible for adhering to the requirements of abovementioned systems as directed by the SHEQ Management System (which includes relevant legislation, Policies, Procedures, Work Instructions, specifications, etc.)
- Ensure that Quality Assurance is conformed to in every aspect, especially in the area of documentation control.
- Ensures compliance with all standards for Safety, Health, Environmental, Work Procedures and Quality.
- Assurance and Quality Control systems as adopted by the High Voltage Equipment Division.

Accepted By:

Approved By

Authorised By:

Employee

Line Manager

Divisional CEO