

POWER TRANSFORMERS

Job Title: Foreman Fabrication	Paterson Grade Level:
Department/Division: Factory Actom Power Transformers, Fabrication	Reporting Line: Senior Foreman Fabrication
Direct Reports: A shared team of Fabrication Staff and Apprentices (approx. 38 total)	Date: 15 April 2026

Job Purpose

The primary purpose of the Foreman Fabrication is to manage the initial stages of the fabrication process (Pre-Fabrication) and provide hands-on supervision and technical mentorship to the production team. The role is a key Quality Gatekeeper and is responsible for material readiness, detailed design review, and instilling a "Do It Right First Time" (DRFT) quality culture.

Authority Levels

The incumbent is authorised to act within their specific section and shift to enforce process and quality standards:

- **Operational Control:** Authorised to manage and direct the daily tasks of the pre-fabrication (prefab) team, including task delegation and ensuring work is done according to specification.
- **Requisitioning:** Authorised to prepare material requisitions (on paper) and check materials needed for upcoming jobs.
- **Design Review:** Authorised to engage directly with designers to review drawings and suggest modifications based on practical manufacturing experience.
- **Quality Gatekeeping:** Has the authority to inspect and check products, enforcing quality standards before they move to the next stage.

Key Responsibilities

1. **Production Flow & Planning:** Plan and coordinate the work for the initial fabrication stage. Review received design drawings, ensuring they are coherent and in order before release to the shop floor.
2. **Quality Management & Gatekeeping:** Monitor and inspect all processes to ensure quality is driven from the beginning of the job. Serve as a Quality Gatekeeper, preventing compromised quality before it reaches later stages.

3. **Technical Problem Solving & Continuous Improvement:** Proactively conduct internal root cause analysis to investigate and eliminate the repetition of quality and process problems. Collaborate with the Quality Department to instill a DRFT culture.
4. **Resource & Material Preparation:** Determine which materials are needed for a job and prepare the requisitions. Check the quality and specification of incoming material (incoming inspection) against requirements.
5. **Mentorship & Training:** Provide technical training and mentorship to apprentices and artisans to transfer skills and knowledge, leveraging a background in boiler-making and diverse manufacturing.

Quality, Environment, Occupational Health & Safety Management Responsibilities

The Foreman Fabrication is responsible for enforcing and adhering to the requirements of ISO 9001, ISO 14001, and ISO 18001 standards and related company management systems as they apply to the factory at Actom Power Transformers.

Minimum Qualifications and Experience

Required Education: Boilermaker Trade Test Certificate with N3. Welding Inspector Level 2 (SAIW) would be advantageous.

Relevant Experience: Minimum of 10 years of experience in transformer or similar manufacturing, with at least 5 years in a Supervisory role.

Essential Skills: Advanced knowledge of quality management systems, analytical skills and strong technical coaching/mentorship abilities.

Other Responsibilities

- The incumbent maintains a continuous, hands-on presence on the shop floor, as the role is not office-bound.
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