



South Auckland Forgings Engineering Ltd

Forge Engineer Position Description

SAFE creates Engineered Forging and Heat Treatment solutions for critical applications. We strive to provide an excellent product, on time and to specification. Attention to the details that matter is of vital importance.

LOCATION:

Most of the duties of this position will be undertaken at the SAFE Ltd factory located on Waihoehoe Rd Drury. There will be times when the employee is required to work at other sites designated by the GM.

PURPOSE OF POSITION:

This position brings a high level of expertise and efficiency to the Forging operations of SAFE Ltd. This will include the supervision of employees engaged in daily production operations relating to forging. Communication and the ability to understand both internal and external customer requirements is crucial. This person will collaborate closely with Management and internal customers to meet production standards/specifications and timelines.

REPORTING RELATIONSHIPS

Reports to: General Manager

WORKING RELATIONSHIPS

It is required in this position to maintain and develop relationships both within and outside of SAFE.

Internal:

General Manager
Other Staff
Board members

External:

Suppliers
Customers
Transport operators

DELEGATED FINANCIAL AUTHORITY:

To be determined.



KEY RESULT AREAS

Key Result Areas	Key tasks and responsibilities <i>(Forge Engineer)</i>
1. Health and Safety	<ul style="list-style-type: none"> • Ensure that work site is tidy and safe at all times • Promote safe work practices through consultation with colleagues and reviews of SOP's • Ensure accidents and incidents are reported and followed up appropriately • Ensure Safety and Quality 'Toolbox' checklist sheets are completed at beginning of jobs •
2. Forging	<ul style="list-style-type: none"> • Operate Forging machines & furnaces safely and efficiently • Read drawings and give clear instructions to colleagues • Provide info/data for quotations • Design, trial, and repair tooling • Maintain tooling record matrix •
3. Heat Treatment	<ul style="list-style-type: none"> • Safely and efficiently operate furnaces • Design, build and repair HT racks • Manage quench tanks and systems • Increase understanding of ... <ul style="list-style-type: none"> • Heat Treatment • Harness testing • Spectrometer •
4. General Production	<ul style="list-style-type: none"> • Operate machines safely and efficiently • Safely operate forklift as necessary • Meet internal and external customer requirements and delivery dates • Resolve work problems and take measures to improve productivity • Creation, implementation and maintenance of quality control checks and systems. •
5. Job management	<ul style="list-style-type: none"> • Ensure all SOP's are followed and maintained • Procedure updates, and ensuring that unrecorded processes are recorded into procedure documents • Conduct regular inspections of work in progress to oversee quality control, training and safety • Ensure all job cards are accurately completed • Ensure all work times are accurately recorded •
6. Maintenance	<ul style="list-style-type: none"> • Condition monitor plant at all times • Ensure all plant and equipment is adequately maintained • Plan, Schedule and Coordinate Maintenance with appropriate staff •

7. Training & Supervision	<ul style="list-style-type: none"> • Train and supervise staff as required • Ensure that records of all training are maintained • Ensure that supervised staff don't have accidents • Ensure that supervised staff don't have rejects and re-works • Encourage growth and efficiency of supervised staff •
8. Self development	<ul style="list-style-type: none"> • Continually seek industry-relevant up-skilling opportunities • Complete any agreed training and development program • Ensure that records of training are maintained • Obtain and retain Forklift and 1st Aid certificates •

Person profile – Forge Engineer

Personality:

- Self-driven, results-oriented with a positive outlook
- Ability to critically assess own performance
- A clear focus on high quality
- The ability to remain focused under pressure
- Able to think outside the square to provide solutions to problems
- A natural forward planner
- Mature, credible, and comfortable in dealing with colleagues
- Reliable, tolerant, and determined
- Clear empathic communicator, able to see things from the other person's point of view
- Keen for new experience and responsibility
- Able to get on with others and be a team-player

Personal Situation:

- Able to commute to and communicate reliably with factory. (eg. phone)
- Able to work extended hours on occasions when required.
- Must have clean or near clean driving licence.

Specific Job Skills:

- A thorough knowledge of forging requirements and procedures
- A thorough knowledge of plant capabilities, safe operation and maintenance
- The ability to operate and maintain all plant
- Technical drawing skills (draw and read)
- Ability to work methodically
- Heat treatment knowledge and ability
- Competency in other aspects of general engineering, including welding, gas-cutting, milling, lathe work, press setting, hydraulics, pneumatics, basic electrical circuits
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Computer skills: Must have basic computer skills.

Literacy and Numeracy: Work requires high competency in math skills and a good ability to communicate clearly with written English

Communication Skills: Clearly communicate orally in the English language with individuals in a face-to-face, one-on-one or group setting, or by telephone.