



JOB DESCRIPTION

VACANCY NUMBER **6397N**

ORGANISATION: **GEELONG GALVANISING**

JOB TITLE **OPERATIONS MANAGER - BLAST AND PAINT**

POSITION SUMMARY

An exciting and challenging new opportunity has arisen for an experience manager in Geelong, Australia. You will be responsible for growing the business whilst dealing with customer satisfaction, quality and profitability. Reporting to the General Manager, ideally you will have hands on experience in Industrial Blasting and Painting, including the use of Blast equipment and application of various coating systems.

Job Description:

Position: Operations Manager. (Ancillary Products)

Incumbent:

Responsible To: General Manager

Responsible For: Managing all operations of the factory.
Responsible and accountable for the performance and standards across all roles in the Division.

Performance Outputs:

1. Purpose

To manage the Ancillary Products Division in a safe and profitable manner.
To be able to demonstrate leadership and guidance in all aspects of the division including Tetrawal, Rhino, Sandblasting and Painting

2. Requirements for the Operations Manager:

Provide a team building environment
Provide a trained and efficient workforce balanced against the available work load
Operate the OH&S requirements
Operate the necessary safety plans
Carry out the necessary training of all employees
Constantly monitor the output of the plant and make corrections where necessary
Keep the production equipment in a safe operating condition
Constantly monitor the profitability of the plant and make the corrections when necessary in order to achieve the expected results
Ensure accurate timekeeping for each employee
Keep abreast of employees concerns

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Keep stocks of all consumables
Understand fully the different process required in the division.
Analysis of all monthly production figures, sales and customer reports.
Analysis of logistics and supplier requirements.

3. Performance Standards:

Work cover claims to be very low
Keep all safety aspects under control
Customers to feel satisfied
Profitability to be higher than the budget
Plant and equipment to be always in safe working order
Division employees to be proud of their work and also be satisfied with their employment conditions
House keeping to be always good
Production data to be accurate and up to date
Quality documentation for Painting to be kept for each job.
Quality product delivered with minimum touch up required on all Painted work.

4. Relationships:

Work closely with your workforce
Communicate often and well with the General Manager
Work well with the Coordinating Manager to ensure customer satisfaction
Work in with the Sales Executive to ensure customer expectations are being satisfied
Possess a good working relationship with the Office Manager
Have a good working relationship with the contract maintenance personnel
(Electrical / Hoist repairers / Fork lift mechanics / Hydraulic fitters etc)
Communicate well with all of our suppliers

5 Key Tasks:

Excellent communications with your work force
Operate the plant safely, efficiently and profitably
Keep accurate records relating to production output, materials used and all expenses
Always flexible to overcome the next challenge.



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The qualities/attributes of an IDEAL Blast and Paint Manager should be able to do:

1. Hands on experience in Industrial Blasting and Painting, including the use of Blast equipment and application of various coating systems.
2. Be able to fulfil all quality requirements and documentation of various Paint systems.
3. Be able to trouble shoot problems with Blast equipment and Spray equipment.
4. Be able to quote various Blast and Paint specifications accurately and Profitably.
5. Be able to train personnel in the safe and efficient use of all Blast and Spray equipment.
6. Have the ability to organise and schedule work and use his team effectively and efficiently.
7. Know the requirements of handling Painted structures and be able load and pack items in a way that produces now handling and transport damage.
8. Have a working knowledge of all OH&S requirements.
9. Be able to work well with other managers and be able to deal with difficult people.
10. Be able to produce accurate reports in regards to production output, materials used and all other budget metrics.