



PLASTIC ENGINEERING
SOLUTIONS LIMITED

Unit 4, Hercules Way, Bower hill,
Melksham, Wiltshire SN12 6TS
Tel: +44 (0) 1225 706567 Fax: +44 (0) 1225 899191

Role Profile – Team Leader

Summary:

As our Team Leader you have one of the key roles within our business, as you are responsible to lead and coordinate our operators who are our team of front-line quality inspectors as well as being productive. Decisions you make can directly impact customer satisfaction, delivery dates, profitability of the business, our environmental impact and, most importantly, our health and safety. It is therefore imperative that you fully understand our systems and procedures and give help and encouragement to the team to maximise both our output and quality. Your energy and enthusiasm will make a significant, positive difference to the working environment.

Environmental Obligations of PES Staff - Helping us to become a Zero-Waste business

Every one of us has a duty to help reduce the already significant impact of humankind on our small planet. We must find ways to slow and then stop the greenhouse gas emissions that are so quickly changing our weather patterns today and we must reduce and control our ever-increasing consumption of precious resources. We only have one planet, there is currently no “planet b”, so it is imperative that with a sense of urgency we regain our balance with the planet so we can leave it in good shape for our children. We are all here today, so it is our responsibility. By striving to become a Zero-Waste business, we will help to lead the way in reducing our carbon footprint and impact on the world and improve our profitability and sustainability at the same time.

As a member of the PES team, we always expect you to consider and act or report to management on the following:

1. Save energy!
 - a. If it is not being used, please safely turn it off. Always check first.
 - b. Could machine settings be altered to improve energy use?
 - c. Are we blowing warm air that we paid to heat out of the door?
 - d. Can we reduce our movements of raw materials, goods or people?
2. Dispose of all waste immediately and in the appropriate containers.
 - a. Waste should always be segregated, as noted by signs around the site
 - b. Waste should be compacted, as far as safely possible, to minimise the space occupied by it
 - c. Hazardous waste such as oil, oily water, coolant, used batteries, sharps boxes Etc. must be treated with respect and must be disposed of appropriately in the correct containers. If in doubt, ask.
3. Minimise our use of water.
4. Minimise business travel, meeting online where appropriate and considering all possible loads when using company vehicles.
5. Being vigilant and helping us to find ways to improve our energy efficiency, reduce our waste and minimise our impact on the local and wider environment. We will reward good ideas!



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Hours of Work:

Your normal hours of work are 6:00–14:30 Mon – Thursday and 6:00–13:30 on Friday, 14:00–22:30 Mon–Thursday and 14:00–20:30 on Friday. However, there may be occasions when you will be required to work at other times. Your manager will advise you when this is necessary. If you wish to opt-out of the limit on weekly working time stipulated by the Working Time Regulations 1998, please contact your manager.

- You will be entitled to a 30-minute unpaid break for lunch.

General Duties:

- Leading the team of Operators and being willing to help and support with the on-time, correct quality delivery of parts to customers as required. Manage the daily activities to ensure labour is utilised in line with the production plan.
- Guide and mentor operators to improve in daily tasks and support where required.
- Working safely – it is the most important thing we do! Please always tell us immediately if you see anything unsafe and help all of the team on your shift to work safely and follow procedures as required.
- Wear all provided Personal Protective Equipment (PPE) at all times it is required and ensure that all operators on your shift are wearing theirs too.
- Clocking in and out – ensure all Operators including yourself clock in on arrival, out for the 30-minute unpaid break, then back in again after the break and finally out when leaving to go home. If any mistakes are made you should ensure that management are advised so they can be corrected.
- Have a clear understanding of each machine you work on and of what is required for safe and efficient operation and ensuring that all operators on your shift have suitable understanding of what they are required to do, coaching as necessary.
- Taking ownership of product quality across the shift, working closely with the QC Inspectors and helping operators who are unsure. Quality is part of everything we do and is the responsibility of all of us. Making scrap means the business is losing money so we need to encourage all staff to have a “right first time” approach.
- Ensuring we meet our required daily outputs and targets and quickly alerting staff if this is not achievable.
- Liaising with the Setting staff and allocating tasks to all operators on your shift and ensuring output targets are met
- To gain a clear understanding of all products manufactured at PES in terms of quality, methods of production (E.g. insert-moulding, removing gates or sprues Etc.) and any secondary operations that may be required and helping all on your shift to work effectively and to the right quality standards as necessary.
- Assist with all training given to Operators and ensure this is properly recorded on the Training Matrix.
- Understand the production priorities within the production facility daily and the highest priorities at all times.
- Ensure parts manufactured are the correct variant and are to Master/Gold Sample standard
- Oversee the identification of any product faults and alert Setting staff as soon as any defects are found, especially if a machine is still producing rejects.
- Understand and complete all required documentation – making sure all Operators do the same, training as necessary
- To fully read and make sure all Operators follow all work instructions provided, suggesting improvements where appropriate.
- Use our Intouch MRP to accurately record all stages within the production process as directed – this is essential to help us with our planning and must be completed as staff are working, not all together at the end of the shift.
- Ensuring we accurately record all scrap across the shift, seeking advice from our inspectors to verify product is reject before physically throwing anything away.
- Ensure all staff are keeping the factory tidy, granules are removed from the floor immediately and that fire escapes are always kept clear.
- Ensuring that all Operators have left their workstations neat and tidy at the end of the shift and that all product and scrap produced has been recorded in Intouch and then moved to where it should be before leaving.
- To always be prepared for new training and willing to learn what the business needs and then teach it to others.

- To help with the reduction of scrap by being alert and attentive and catching problems early
- Any other reasonable tasks that you are asked to complete – we are a small business and we must always work together as a team.
- We will always welcome ideas to help us improve - please always tell us and don't assume we already know. We will reward ideas that save us money!



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I hereby confirm receipt and understanding of this Lead Operator Role Profile and that it forms part of my contract with PES

Signature:

Date: