

**PLANT FOREMAN
JOB DESCRIPTION**

SUPERIOR: GENERAL MANAGER

SUBORDINATES: PRODUCTION STAFF

POSITION SUMMARY

The Plant Foreman is responsible for Coordinating and leading the team of operators in the plant. Plan, control and evaluate the plant's production. Coordinate the production of finished products with customer demand. Responsible for the health and safety in the workplace of the plant department and act as an agent for reinforcing these values. Meet the needs of internal and external clients by respecting operating budgets and promoting cost reduction. Inform management of the progress of finished product production.

KEY RESPONSIBILITIES

1. Assumes responsibility for the efficient organization of production operations.

- Determine the stationary equipment to be used to optimize product production. Ensure proper use of fixed equipment.
- Ensure the quality of finished products.
- Ensure that production meets customer needs.
- Manage the inventory of products used in the factory.
- Monitor equipment and process performance.
- Coordinate bagging activities for finished products.
- Complete production and other reports.

2. Effectively supervises staff and ensures optimal performance.

- Provide leadership to staff by developing clear and effective objectives for each operator position and follow up at regular meetings.
- Develop staff schedules and track vacations, leaves and absences.
- Develop and monitor training plans with the aim of achieving adequate versatility of production operators.
- Manage staff in a climate of collaboration, compliance with occupational health and safety rules, compliance with the collective agreement in force and compliance with the organization's policies.
- Develop and implement corrective actions for employees as required.
- Collaborate with the Human Resources department to develop criteria for selecting qualified candidates. Interview and hire potential candidates.
- Complete all paperwork associated with payment of salaries to Plant Operating Personnel.

3. Assumes responsibility for establishing and maintaining effective working relationships with related departments and management.

- Collaborate with the Shipping Coordinator to organize factory production according to planned shipments. Collaborate with the maintenance department for the maintenance and repair of production equipment.
- Attend and participate in assigned committees.
- Inform the Management and the departments concerned of the follow-up of the work in progress and significant problems.

4. Assumes responsibility for related functions as required.

- Attend training sessions to update technical knowledge as required.
- Participate in the preparation of the budget.
- Complete assigned special projects.

QUALIFICATIONS

- College education, a major advantage
- Good understanding of the raw material transformation process.
- Good knowledge of similar processing equipment.
- Minimum of ten (10) years of experience in heavy industry, ideally in ore or metal processing.
- Minimum of two (2) years of experience supervising production activities.
- Management and supervision of staff.
- Good communication and interpersonal skills.
- Ability to operate fixed equipment.
- Analytical and problem-solving skills.
- Attentive to detail.

KEY PERFORMANCE INDICATORS (KPIs)

- The health and safety specifications are completed and updated.
- The overall health and safety objective has been achieved.
- Production operations are carried out in compliance with the company's health and safety rules.
- Daily production activities are efficient, well-coordinated and comply with the company's standards and procedures. Procedures are reviewed and updated as required.
- Production and quality objectives are met or exceeded. Production is efficient and well-coordinated.
- The assigned staff are efficient, effective, adequately trained, and appropriately led.
- The Directorate is adequately informed of the activities of the department and of important problems.