

JOB ANALYSIS TEMPLATE

ANALYSIS PERFORMED BY			
ANALYST NAME	Muhammad Bodhania	ANALYST TITLE	Technical Executive
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SUBMITTED TO	HR Executive	DATE COMPLETED	2022/11/21

TASKS	
CORE WORK TASKS Identified by employer	Foreman: Oversee team, Ensure good product quality, co-ordinate production activities, Ensure safe working environment & practises. Keep track of stock and send order request to business unit manager, Ensure entry and yearly medicals and inductions complete.
CORE WORK TASKS Identified by employer	Evaluate personnel and identify training needs, coach and train team.
JOB-RELATED TASKS Identified during negotiation	Record and report absenteeism and late coming to business unit manager. Report actual vs target tonnes. Attend weekly planning meeting & HSE meeting. Report near misses, injuries, product complaints. Conduct daily shift meetings.

PERFORMANCE OF TASKS			
PHYSICAL DEMANDS		SENSORY/COMMUNICATION DEMANDS	
Lifting	✓ Excellent	Vision	✓ Excellent (spectacles ok)
Standing	✓ Excellent	Hearing	✓ Excellent
Continuous Movement	✓ Excellent	Speaking	✓ Fluent in English
Rapid Movement	✓ Excellent	Judgment	✓ Excellent
Walking	✓ Excellent	ACADEMIC DEMANDS	
Climbing	✓ Excellent	Reading	✓ Fluent in English, Passed Gr 12 English
Stooping	✓ Excellent	Writing	✓ Fluent in English, Passed Gr 12 English
Crawling	✓ Excellent	Math	✓ Passed Grade 12 Maths SG or Maths Lit

JOB SUMMARY
<p>Foreman: Roodepoort Factory</p> <p>Oversee team, co-ordinate production activities Ensure good product quality, Ensure safe working environment & practises. Keep track of stock and send order request to business unit manager, Ensure entry and yearly medicals and inductions complete, Evaluate personnel and identify training needs, coach and train team.</p> <p>Record and report absenteeism and late coming to business unit manager. Report actual vs target tonnes. Attend weekly planning meeting & HSE meeting. Report near misses, injuries, product complaints. Conduct daily shift meetings.</p> <p>Minimum 3 years experience in similar production environment Grade 12 pass with Maths, English</p> <p>Physically fit, high EQ Minimum 3 years experience in production environment</p>

GENERAL STRENGTH / ENDURANCE REQUIREMENTS	Healthy Fit
PACE OF WORK	Rocla Roodepoort Factory
POTENTIALLY DANGEROUS JOB ASPECTS	High noise environment Working with hazardous chemicals Working with cranes, heavy mechanical equipment

CRITICALLY IMPORTANT JOB ASPECTS	Demanding environment, High EQ, Integrity & honesty, Neat and orderly
PROBATIONARY PERIOD LEARNING CURVE ESTABLISHED	3 months
WORKSITE CONSIDERATIONS Specific attire, safety equipment, etc.	Basic PPE required in factory environment Additional PPE required in specific areas Working at heights safety requirements
TOOLS EMPLOYED	Mechanical equipment (hammers, chisels, spanners etc.)
EQUIPMENT EMPLOYED	Cranes Concrete vibrators High pressure cleaning hoses
MATERIALS EMPLOYED	Cement, aggregate (coarse and fine), water, admixtures @ extenders
JOB SPECIFIC TERMINOLOGY	Foreman
ENVIRONMENTAL WORK CONDITIONS DESCRIPTION	Factory Production Environment

TRAINING STRATEGIES	
Who typically provides training to new hires?	Rocla Training Manager Rocla in-house training material (oversight by Business Unit manager) External courses, Colleagues
Assigned Trainer name and availability	Gottfried Schonborn (Weekly)

Coworkers / Supervisors assigned to training and availability	Vernon Gounden (weekly) Andreas (daily)
Description of Training Strategies	Combination of on-the-job training and coaching, in-house training material (videos), in-house courses, external courses
Unwritten Rules specific to the position and/or setting	Integrity, Cleanliness, Neatness
Willingness of Coworkers / Supervisors to provide support	Members function as a team and are willing to assist each other.

WORKSITE CULTURE	
EMPLOYER'S CONCERN FOR QUALITY	Quality is critical and fundemantal to succsess of business and reputation
EMPLOYER'S NEED FOR PRODUCTIVITY	Critical to meet bugeted quantity
FLEXIBILITY / RIGIDITY OBSERVED	Balanced approach (practicle and in interest of cmapny and employees)

DUTIES AND RESPONSIBILITIES	PERFORMANCE FREQUENCY	% of TIME
Oversee team, co-ordinate production activities	Daily	90
Ensure safe working environment & practises.	Daily	
Ensure good product quality,	Daily	
Keep track of stock and send order request to business unit manager	Daily	3
Ensure entry and yearly medicals and inductions complete	Annualy	0.5
Evaluate personnel and identify training needs, coach and train team	Report bi-annualy	0.5
Record and report absenteeism and late coming to business unit manager	Daily	1
Report actual vs target tonnes. Attend weekly planning meeting & HSE meeting.	Weekly	2
Report near misses, injuries, product complaints.	As per occurence	1
Conduct daily shift meetings	Daily	2
Note:% of time is approximate with some functions running concurrently.		