

JOB DESCRIPTION

Occupation Title: TECHNICAL FIELD SUPERVISOR	Classification: TECHNICAL
Division: DECIMAL CONVERSION PROGRAMME	Date: 20th MAY, 1966

PURPOSE:

Under the direction of the Plant Manager, supervises the work of, and assigns duties to, the Installation Technicians under his control. Also performs installation work personally.

NATURE OF DUTIES:

1. CONDUCTS the technical installation of loan and converted equipment.
2. CARRIES out any work normally assignable to an Installation Technician.
3. WORKS with INSTRUCTS and COUNSELS installation technicians relative to improving their performance.
4. ASSISTS installation technicians in the solution of technical problems which arise.
5. ASSURES adequate product performance by reporting to the Plant Manager, technical problems which arise in the Field attributable to the conversion procedure.
6. MAINTAINS the best possible relationships with customers and investigates any customer complaints relative to decimal conversion installations.
7. SCHEDULES work assignments, balances workloads and directs installation technicians in the work to be performed.
8. ADVISES Plant Manager whenever projected schedules can be improved upon to obtain higher productions.
9. ENSURES that all control documents are processed to Plant Manager.
10. PREPARES necessary forms and reports and submits promptly.

GENERAL:

Will be expected to co-ordinate the work of Field Installation teams to ensure a smooth and satisfactory changeover to decimals.

ACCOUNTABILITY:

The Technical Field Supervisor is accountable to the Plant Manager for the effective and efficient operation of his unit.

DUTIES OF INSTALLATION TECHNICIAN - LOANER MACHINES:

PROCEEDS to machines which require collecting and removes carriage (Series F) or control bar (P6), Print Control and all removable accessories.

1. Places machines in area ready for collection.
2. Installs Sterling loan machine, fitting customer's carriage (F) or Control Bar (P6), print controls and accessories.
3. Tests and makes necessary adjustments.
4. Asks the Operator to test machine.

PROCEEDS to machines delivered after conversion and prepares machines for use. Removes customer's carriage or control bar etc. from loaner and

1. Fits and adjusts same on converted machine.
2. Fits and adjusts panel(s)
3. Modifies, fits and adjusts print control.
4. Fits form guides and other accessories.
5. Tests and makes necessary adjustments.
6. Asks the operator to test machine thoroughly.