

JOB DESCRIPTION

Occupation Title: PLANT MANAGER	Classification: TECHNICAL
Division: DECIMAL CONVERSION PROGRAMME	Date: 20th MAY, 1966

PURPOSE:

Under the direction of the Service Manager, Decimal Conversion Programme, CONDUCTS the technical conversion of the company's products from sterling to decimal construction; and the economic administration of all phases relating to the programme within his plant and geographical zone. ASSISTS with the training of staff; personally SUPERVISES all Line and Field Supervisors within his unit; is personally productive, in that he OPERATES the Ready Room (Testing) area and supervises its Technicians: and SUBSTITUTES in all departments when the Supervisor of that department is absent.

NATURE OF DUTIES:

1. CONDUCTS the conversion programme of the plant and field activities according to agreed schedules and procedures; to attain the highest possible productivity levels commensurate with quality of the finished product.
2. INSPECTS or delegates the inspections of Burroughs products which enter the conversion plant, prior to conversion, to ensure that such machines are in an acceptable mechanical condition. Delegation of this duty will depend on the Plant size.
3. REFERS for service report any machine which in his opinion requires major shop repairs before conversion to the relevant Burroughs Branch. Advises Head Office, Decimal Conversion of this report and that machine has been rejected for conversion.
4. PERFORMS such personal duties as technical service and inspections necessary to ensure that converted equipment is of acceptable mechanical condition when leaving the plant.
5. SCHEDULES day to day conversion programme in accordance with established production output requirements. ESTABLISHES availability of loan machines and of machines for conversion within geographical areas to meet these requirements.
6. ADMINISTERS the technical training programme in his conversion plant and informal on-the-job training in conversion techniques and work habits.

7. ADVISES users and Branch Managers concerned of his advanced conversion programme.
8. MAINTAINS the best possible relationship with customers and INVESTIGATES any customer complaint regarding the conversion of his machine, and takes appropriate action.
9. ADMINISTERS the transportation to and from customers' offices of loan equipment and customers' machines, in accordance with established rulings.
10. OPERATES an efficient, economically laid out and equipped conversion plant, to handle the conversion of machines to decimal construction. MAINTAINS such space in an orderly manner with continued attention to good housekeeping, safety protections and efficiency.
11. ADMINISTERS AND CONTROLS the inventories of parts consistencies and supplies in his plant. Ensures consistencies correctness, investigates any discrepancies and takes necessary action.
12. KEEPS Head Office Decimal Conversion currently informed regarding the achievement of conversion schedules and other relevant information as required by Head Office.
13. RECOMMENDS changes in the basic structure or operation of his conversion plant.
14. RESPONSIBLE for the proper staffing of his conversion plant. Recruits, interviews and evaluates applicants and RECOMMENDS employment of qualified candidates to Head Office Decimal Conversion.
15. RECOMMENDS to Head Office Decimal Conversion all changes of assignment and job classification, promotions, demotions, releases and requests for personal leave of absence.
16. RECOMMENDS remuneration changes for personnel, within approved jobs and salary structure in his conversion plant.
17. PREPARES performance review and evaluation forms for all permanent Burroughs service personnel under his direction and discusses such reviews with the respective employees.
18. APPROVES the vacation schedule of the personnel in his unit.
19. MAINTAINS the cost of his Conversion Plant operation within the expected financial objectives by ATTAINING production quotas.
20. AUTHORISES expenditure within his determined limits and APPROVES expense accounts for personnel under his direction.

21. RECOMMENDS approval of expenditure to Head Office Decimal Conversion of amounts beyond his authorised limits.

ACCOUNTABILITY:

Accountable to Head Office Decimal Conversion for the effective and efficient operation of his conversion plant and the attainment of production quotas. Develops a sound Conversion Plant organization, thus contributing to the company's long range growth through increased equipment sales and customer good will.

The Conversion Plant Manager may delegate to members of his unit appropriate portions of his responsibilities, together with proportional authorities for their fulfilment, but he may not delegate nor relinquish his overall responsibility for results nor any portion of his accountability.