

JOB DESCRIPTION

Occupation Title: TECHNICAL LINE 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 Bench Convertors under his control.

NATURE OF DUTIES:

1. INSPECTS prior to conversion, Burroughs products which will be converted under his control, as soon as practicable after they have entered the plant.
2. ASCERTAINS convertibility of equipment and correct parts consistency. Refers machines that in his opinion are not convertible to Plant Manager.
3. CORRECTS or NOTES any minor faults that may be evident on equipment during his inspection.
4. INFORMS storeman of any necessary changes to be made to parts consistencies allocated to their respective machines. Checks parts lists for correctness, investigates and reports any discrepancies to Plant Manager.
5. DIRECTS the work of his assigned convertors to ensure that the level of production in converting equipment to decimal construction is maintained to meet the day to day conversion schedule.
6. CONTROLS closely and continuously the QUALITY of the work in his area to ensure that the performance of the equipment will not suffer from its conversion.
7. PERFORMS pre-determined INSPECTION routines during conversion and takes necessary action.
8. WORKS with, INSTRUCTS and COUNSELS convertors relative to improving their performance.

9. RENDERS necessary technical assistance to correct mechanical, electrical or electronic problems that will occur during conversion.
10. RECOMMENDS improvements in work loads or techniques to the Plant Manager.
11. MAINTAINS his area in a clean and orderly manner at all times.
12. CONVERTS any special or unusual machines that may be allocated to his unit for which there are no convertors trained. This is intended to cover such products as Series F614, F4000, FP, FPA, P600R.
13. ENSURES that all control documents are processed to Plant Manager.

GENERAL:

It is expected that the Line Supervisor will temporarily fill any assignment in his area which may be vacated due to absenteeism, personal leave, sickness or termination of employment.

ACCOUNTABILITY:

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