|  |
| --- |
| Job details |
| Job Title: MACHINE OPERATOR –BOPP SLEEVE LABELER MACHINE | Department: Plant |
| Reporting to (Title): Production Supervisor | Sub - Department: Production |
| Positions reporting to this job:  | Grade:  |
| Direct ReportsNONE | **Indirect Reports:**NONE | Location: Nyeri |
| Job Purpose |
| Ensures that manufacturing equipment/machines are set up for specified products and that manufacturing steps are executed according to approved standard operating procedures as detailed in the Batch Manufacturing Record (BMR). |
| Responsibilities and Accountabilities |
| * Operating BOPP Sleeve labeler machine efficiently & ensuring as per the respective OEM operating manuals.
* Liase with technical team to conduct thorough annual, preventive, autonomous and corrective maintenance activities on their machines.
* Liase with technical team to trouble shooting and correct on recurring machine issues
* Monitor and record critical process parameters as specified in the BMR and take the appropriate course of action to make necessary adjustments to ensure that intermediate and finished products meet prescribed quality specifications.
* Conduct pre-processing staging of equipment and/or raw materials for the batch start up as outlined in the BMR and ensure no cross contamination takes place.
* Appropriately operate processing equipment as defined in respective machine operations manuals ta avoid breakdowns and maloperations that lead to waste of inputs and defective products.
* Properly label all rejected or unused packaging material in liaison with the QC in charge and the production supervisor for return to the warehouse.
* Observe safe work procedures always while operating manufacturing equipment. Remove materials not in use/waste generated during manufacturing and ensure a hazard free working area.
* Ensure that before production is scheduled, all equipment /machines are in good operational state, all required packaging material are in number equivalent to the scheduled batch and the line is cleared off the previous batch.
* Ensure perfect operation of manufacturing equipment/machines and that products manufactured are of high quality and/or adjust improve the quality when possible.
* Strictly abide by safety regulations during manufacturing activities, keeping equipment in check to avoid mechanical/ electrical hazards that could cause harm to others involved.
* Any other related duty as may be assigned from time to time.
 |
| Performance Details: OKR Areas - *(state the period targets and weightage)* --- 80% |
| * 87% Productivity Ratio (10%)
* 87% Availability Ratio (10%)
* 100% Machine maintenance (10%
* 99.8% Material yield (10%)
* 100% material reconciliation (10%)
* 95% score on 5s and cleanliness (10%)
* Zero customer complaints (10%)
* 0.075kwh/l electricity consumption (10%)
 |
| Minimum Qualifications, Regulatory & Legal Requirements |
| * Organizational and team work abilities
* Troubleshooting and root-cause analysis
* Communication and interpersonal skills
* Self-motivated with a results-driven approach
* Problem-solving skills
* Working knowledge of OSHA, lean manufacturing, machine monitoring, process control, and good manufacturing practices
* High school education plus 7 years’ experience in a similar role or Certificate in Mechanical/Electrical/Mechatronics or related field plus 5 years work experience or Diploma in Mechanical/Electrical/Mechatronics or related field with 2 years’ experience in a similar role or Degree in Mechanical/Electrical/Mechatronics or related field with 6 months experience in a similar role
 |
| Competencies and Attributes (Soft Issues --- 20%)  |
| * Integrity (4%)
* Communication (4%)
* Team Fit (4%)
* Work Ethics (4%)
* Dependability (4%)
 |
| Read, understood and agreed by (role holder): |
| Name of Jobholder:  | **Signature:**  | Date:  |
| Name of Supervisor: | **Signature:** | Date:  |
| Head of Department: | **Signature:** | Date: |
| People and Culture Representative: | Signature: | Date: |