

Job Posting

MTO Group requires at our **George Sawmill Manufacturing Plant** the services of the following:

Position: Supervisor Wetmill
Grade: B4
Job Type: Permanent
Location City / Town: George Sawmill, George, Western Cape

PURPOSE OF THE JOB:

A Wetmill Supervisor needs to be systems orientated/impeccable attendance/self-motivated/good performer with long term goals of growth within the organization. This person plays a key part in the management of Safety program, employees, assists, quality control and to ensure the high standards of the products are maintained. Notwithstanding the fact that a person needs to explore ways of improving the standards of the products and production targets. Will be responsible for overseeing the Wetmill production area which includes quality of boards in different dimensions and length, production flow with minimal downtime and recovery.

Minimum Job Requirements:

- Grade 12
- Wood Technology Diploma or relevant qualification and experience
- Be able to converse in English and Afrikaans
- Previous Sawmilling experience (2-3 years)
- Wetmill and Green chain experience
- Must be able to lead and manage a team of ± 45 employees.
- Must be able to work with limited Supervision.
- Must be able to work overtime
- Must be medically fit – able to pass occupational medical test.
- Interpersonal and communication skills
- Planning and organizing skills
- Computer literacy (MS Word, Excel)

Additional Requirements

- Administrative skills
- Human Resource experience incl industrial relations.
- Supervisory /leadership skills.
- Basic Budget and financial knowledge
- Skills Development
- Health & Safety Management (OHSA & HIRA).
- Knowledge of Microsoft Business Central advantageous
- Driver's License

Tel: +27 21 866 1512

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Duties and responsibilities

- Achieve and maintain daily Wetmill intake, recovery standards and production targets.
- Daily machine inspections
- Ensure compliance with SABS grading requirements.
- Ensure that stackers guides are removed before pulling out the stacks.
- Responsible, record keeping of safety audit/inspections and reach a DIFR below 1%.
- Maintain and improve production throughput and quality standards.
- Ensure all employees are competent on respective machinery.
- Report any deviations or breakdowns timeously to the foreman/manager and assist in taking active measures to minimise future incidents.
- Formulate, issue and follow up of job cards.
- Maintain and improve recovery targets.
- Ensure compliance in OSHACT (monthly tasks, Training, SWP, Job observations and BOP training)
- Ensure housekeeping within your area is up to standard and that all machinery have been greased, oiled and cleaned after every shift.
- Implement and uphold all company policy (Disciplinary, Leave, Smoking Cell phone, etc).
- Preparation and implementation of employee's development and succession planning.
- Responsible for daily accurate time keeping and attendance (Ensure all employees clock on VIPER system before and after shift)

Closing date : 11 October 2024

Please complete and submit application with HR Department or fax or email for attention of **Armand Burger**.

Mail : Armand@mto.co.za

Filling of this position will be done in terms of the requirements of the Company's Employment Equity Policy and Plans. If you do not receive a response from us within 21 working days of the closing date, please be advised that your application was unsuccessful

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