Position: Production Planner

Purpose: The purpose of this role is to develop, review and refresh schedules and plans to ensure Longveld delivers on time. This will be achieved through effective forecasting, and will require balancing the planning and programming of the waterjet department with planning for the workshops. This role requires a facilitative approach, to find the best results for all stakeholders in a way that balances quality standards and budget requirements along with timeframes.

Reports to: General Manager Operations

Direct reports: None

Works closely with: Sales team, Workshop Manager, Engineering Manager, Project Engineers, QA Manager

Kay Accountabilities:

1. Health & Safety
Health and safety come first at Longveld. It is of paramount importance that we provide a healthy and safe workplace and that our people work in a safe manner, not putting themselves or others at risk in any activities carried out on the company’s behalf. As an individual you have a responsibility to:

- Take reasonable care for your own health and safety.
- Take reasonable care that your acts or omissions do not adversely affect the health and safety of others.
- Comply, as far as you are reasonably able, with any reasonable instruction given to you to allow Longveld to comply with health and safety legal requirements.
- Co-operate with any reasonable policy or procedure relating to health or safety in the workplace that has been notified to you.
- Contribute to continuous improvement by raising issues and ideas, and participating in system development, implementation, monitoring and review, either directly or through representatives or managers.
- Report any hazards, incidents, injuries or defects observed.
- Not interfere with the scene of a notifiable event unless it is necessary to prevent further suffering, minimise property damage, or maintain access to essential services.

We also encourage you to participate in Longveld’s wellbeing programmes where relevant for you.

2. Operations Forecasting and Planning
- Use robust planning methods to enable the operations team to achieve the best performance in delivering projects on time.
- Liaise regularly with the Sales team and Engineering Manager and utilise market intelligence to ensure all quoted work and potential projects are captured in a forecast plan.
• Create a forecast plan for 9-12 months ahead, and a more detailed mid-range forecast looking 3-6 months ahead using job orders received and business with a 90% likelihood. Update these forecasts regularly as new information comes to hand.
• Highlight well in advance to the GM Operations any people resource requirements.
• Liaise with the Engineering Manager and Workshop Manager on job methodology and best practice when required to ascertain resourcing requirements.

3. Monthly Production Planning
• Create a monthly production schedule capturing all individual job schedules and prioritize job orders to achieve delivery dates and maximise productivity, ensuring all jobs are planned well and tracked appropriately.
• Develop planning methodologies for optimising flow through key plant and processes in the workshops, utilising research on available technologies.
• Use production line planning principles when planning key machine operations in the prefabrication area (cutting, decoiling, rolling, beam welding, knuckling, pressing).
• Ensure the monthly schedule and the mid-range plan shows required resources in key work areas to achieve the work schedule.
• Review the status of jobs, monitor labour hours and throughout projects work closely with the Workshop Manager to ensure all resources are allocated in the right place at the right time. Recommend the re-distribution of resources as required.
• In consultation with the Workshop Manager, adjust project start times when necessary to maintain a steady balance for production in all workshops.
• Ensure all major pinch-points in the operations are well understood, where necessary make recommendations for adjustments, and work with all in the operations team to ensure optimal production by removing bottlenecks.
• Receive details from the Workshop Manager on the leave planner for production ensuring appropriate cover is always maintained.
• Ensure the R&M plan for large plant and machinery is scheduled to fit in with production plans.

4. Waterjet Planning and Programming
• Have a strong understanding of the waterjet cutting operation and develop weekly and monthly scheduling plans for the waterjets.
• Regularly review and coordinate waterjet cutting lead times, and balance external versus internal customer priorities.
• Communicate lead times to the Sales team, Project Engineers, Workshop Manager and customers.
• Maximise nesting opportunities to improve cutting efficiencies.
• Regularly review cutting performance of the waterjets against plans.

5. General
This job description exists to give you clarity about your role at Longveld, however isn’t exhaustive, and from time to time you may be asked to apply your skills and talents to a task not described here that assists the wider team to achieve our purpose.
6. Behaviour

Longveld has identified behaviour expected to be shown by our team members to ensure we all work successfully together, and it is important that you display this behaviour on a consistent basis:

- Demonstrate the Longveld values of courage, respect and wholeheartedness
- Display resilience and maturity in difficult situations
- Show empathy for others
- Engage positively and professionally with others
- Be open to learn, develop and grow within Longveld
- Participate proactively in continuous improvement measures to achieve a better result for customers and Longveld
- Demonstrate flexibility and adaptability to new things
- Share your experience and knowledge with others
- Be quality focused in your work
- Keep a clean and tidy work area and take care of company equipment
- Adhere constructively to company policy and procedures

Desired Skills and Experience:

- Engineering trade qualification or relevant manufacturing/fabrication experience
- Proven ability to facilitate and collaborate with people at various levels from shop floor to senior leaders
- Understanding of the dairy industry, preferably with work experience in this sector
- Proven ability to calmly and productively prioritise under pressure
- Strong written and verbal communication, with excellent planning and organisational skills
- Proficient skills in Microsoft office, MS Project and planning programs
- Commercial awareness and productivity focus
- CAD drawing proficiency
- Able to work productively, accurately and independently
- Able to learn new things quickly
- Has cross functional skills
- Uses initiative for problem solving