



## Job Analysis Sheet

<b>Position Title</b>	<b>: Shift Leader- HT</b>
<b>Department</b>	<b>: Heat Treatment</b>
<b>Reporting Manager</b>	<b>: Leader HT</b>
<b>Qualifications</b>	<b>: Diploma (Mech.)/ B.Sc. – CPM/ M. Sc. Physics (desirable)</b>
<b>Experience:</b>	<b>: Min 8-10 years in HT</b>
<b>Location</b>	<b>: Plant</b>

### 1. *Position Summary*

Responsible for achievement of production target, failure analysis, upkeep of the shop and imparting relevant trainings to associates

<b>2. <i>Principal Accountabilities</i></b>	<b>%</b>
<b>2.1 Achieve productivity targets</b> <ul style="list-style-type: none"> <li>a. Plan loading of furnaces according to the production plan given</li> <li>b. Ensure compliance of standard work practices</li> <li>c. Ensure dispatch as per the plan given</li> <li>d. Prepare process sheet for the materials and consumables used in the metallurgical operations</li> <li>e. Monitor and ensure compliance with the check sheet of furnace parameters</li> </ul>	30
<b>2.2. Achieve Quality targets</b> <ul style="list-style-type: none"> <li>a. Ensure compliance of quality assurance plans (QAPs)</li> <li>b. Conduct metallurgical inspection</li> </ul>	15
<b>2.3. Achieve cost reduction</b> <ul style="list-style-type: none"> <li>a. Focus on continuous elimination of non- value adding activities and processes</li> <li>b. Ensure cost reduction themes on identified loss heads (tool cost, consumable cost, utilities cost, etc)</li> </ul>	15
<b>2.4. Achieve 100% timely delivery</b> <ul style="list-style-type: none"> <li>a. Timely production as per plans laid out</li> <li>b. Timely escalations in case of any anticipated failures</li> </ul>	10
<b>2.5. Achieve zero accidents (major &amp; minor)</b> <ul style="list-style-type: none"> <li>a. Ensure compliance to safe practices in the department</li> <li>b. Ensure safety audits for unsafe practices and unsafe conditions</li> <li>c. Recording and improvements on near-miss accidents</li> </ul>	10
<b>2.6. Achieve total employee involvement (TEI)</b> <ul style="list-style-type: none"> <li>a. Ensure 100% involvement of associates in               <ul style="list-style-type: none"> <li>- kaizen activities</li> <li>- JH activities</li> </ul> </li> <li>b. Impart training for furnace operations &amp; system related trainings to his team</li> </ul>	5
<b>2.8. Review and Audit</b> <ul style="list-style-type: none"> <li>a. Review and audit shop floor activities</li> <li>b. Monitor operations of the sealed quench furnace and shortblasting</li> <li>c. Monitor fixturing of parts before heat treatment</li> </ul>	10

d. Shall comply with Integrated Management System	
<b>2.9. Doing things right</b> a. Establish and maintain right and meaningful data for accurate information of all processes and activities and shall reflect in DWM b. Generate reports related to target achievement, quality issues, safety, breakdown issues, unsolved issues	5

**3. Critical Challenges**  
Timely and cost effective achievement of production target, in line with continuous improvement in existing processes and activities, and trouble shooting of problems.

**4. Unique Knowledge & Skills**

- Knowledge of micro structure
- Knowledge of metallurgical instruments and operations
- Analytical skills
- Leadership skills
- Knowledgeable of EHS
- Should have worked in TPM environment (desirable)
- Business/Commercial thinking

**Hi-tech SUCCESS FACTORS**

- Values
- Managing purpose and vision

**5. Interface**

**Internal**

- HOD Production
- Head Operations
- HODs of support functions
- Associates
- Line Incharges (shift supervisors, inspectors)

**External**

No interaction with external bodies

**6. Problem Solving & Decision Making**  
Observing, collecting data, analyzing, using problem solving tools, eliminations, generating optimum solutions and implementing it