ENGINEERING SUPERVISOR

Reports to: Head of Operations	**Abbreviation:**
Division/Department: Planning & Engineering Dept	**Deputised by:**
Location: Woodside	**Version/Date:** v2 Aug26

JOB PURPOSE

The Engineering Supervisor is responsible for leading the Engineering department and managing the Engineering function, ensuring that all engineering, manufacturing planning, and technical activities are completed efficiently, accurately, and in accordance with customer requirements, company procedures, quality standards, regulatory requirements, and Health & Safety policies.

The Engineering Supervisor will provide technical leadership across the business, overseeing manufacturing methods, engineering planning, bills of materials (BOMs), routings, manufacturing instructions, tooling requirements, job packs, and production support.

The role will act as the primary technical link between Customers, Engineering, Production, Quality, Procurement, Commercial, and the CAD Department. The Engineering Supervisor will ensure that customer drawings, CAD models, specifications, quality requirements, and regulatory standards are correctly interpreted and translated into practical and efficient manufacturing processes.

The Engineering Supervisor will also lead continuous improvement activities, support New Product Introduction (NPI), conduct contract reviews, resolve technical issues, and ensure the Engineering function contributes effectively to the company's quality, cost, efficiency, and delivery objectives.

MAIN RESPONSIBILITIES AND DUTIES

Engineering Leadership

- Lead, supervise, and coordinate the Engineering function, ensuring effective allocation and prioritisation of engineering activities.
- Provide technical leadership, guidance, and support to Engineering personnel, Production Supervisors, Operators, and other relevant departments.
- Establish and maintain effective engineering processes, procedures, and working practices.
- Monitor engineering workload and ensure technical activities are completed within agreed timescales.
- Develop a culture of accountability, teamwork, quality, continuous improvement, and customer focus.
- Ensure effective communication between Engineering and all other relevant departments.
- Identify training and development requirements within the Engineering function and support the development of engineering skills and knowledge.

Technical Engineering

- Interpret customer CAD models, engineering drawings, specifications, standards, and technical documentation to establish manufacturing requirements.
- Work closely with the IES CAD Department to resolve technical and design-related issues.
- Understand and translate customer drawings, specifications, quality requirements, and regulatory standards into an appropriate Engineering Method of Manufacture.
- Determine the most appropriate engineering techniques, manufacturing methods, and sequence of operations for each stage of a manufacturing project.

- Develop and maintain manufacturing methods, instructions, planning sheets, routings, and technical documentation.
- Create Bills of Materials (BOMs) and routings for components, details, and assemblies.
- Identify tooling, equipment, material, and process requirements.
- Provide technical support to Production throughout the manufacturing process.
- Work closely with Supervisors and Operators to develop the most effective and practical manufacturing methods.
- Investigate and resolve technical issues arising during manufacture.
- Ensure planning sheets and manufacturing instructions are amended when issues, changes, or improvements are identified.

Customer Liaison

- Act as the primary engineering contact for customers regarding technical, manufacturing, tooling, material, and specification queries.
- Maintain strong and professional customer relationships.
- Review customer requirements and ensure technical information is clearly understood and communicated internally.
- Liaise with customers regarding technical problems, drawing queries, manufacturing requirements, and proposed solutions.
- Ensure customer requirements are accurately incorporated into manufacturing methods and documentation.
- Escalate significant commercial, technical, quality, or delivery issues to the appropriate level within the business.

Manufacturing Planning & ERP

- Carry out contract reviews for all new and repeat customer orders.
- Plan and set out manufacturing operations in accordance with customer requirements and approved manufacturing methods.
- Create Jobs within the Kinetic MRP/ERP system from customer Purchase Orders, IES Internal Sales Orders, or Kinetic-generated Job Suggestions.
- Enter Set & Run Times into the Kinetic MRP/ERP system using:
- Historical MTMS data.
- CNC machining/CAD programming setup sheets.
- Estimated Set & Run Times provided by the Estimating/Commercial Team.
- Approved standard Set & Run Times.
- Download and print Job Travellers from the Kinetic MRP/ERP system.
- Ensure all engineering information within Kinetic is accurate and up to date.
- Review manufacturing requirements before jobs are released to Production.
- Ensure manufacturing operations are correctly planned and sequenced to achieve the required quality and delivery requirements.

Materials, Tooling & Procurement

- Raise requisitions for materials, hardware, tooling, and AGS procurement in line with project and production requirements.
- Work closely with Procurement to ensure materials and hardware are available when required.
- Identify material and tooling requirements during contract review, NPI, and manufacturing planning.
- Liaise with suppliers where technical clarification is required.
- Support the resolution of material, tooling, and supplier-related technical issues.

Quality & Regulatory Compliance

- Ensure engineering and manufacturing activities comply with applicable customer requirements, company procedures, quality standards, and regulatory requirements.
- Maintain compliance with applicable CAA Part 21G requirements.
- Fulfil the responsibilities associated with the CAA Part 21G Form 4 Post Holder where formally appointed and authorised.
- Ensure manufacturing methods and engineering documentation comply with approved procedures and regulatory requirements.

- Ensure technical records and documentation are accurate, complete, controlled, and traceable.
- Support internal and external audits and implement corrective actions where required.
- Ensure engineering changes and deviations are appropriately reviewed, documented, and controlled.
- Performing of any other duties within your capabilities as directed by the Company

QUALIFICATIONS PREREQUISITES

- **CNC Experience:** Experience within CNC milling in 3, 4, 5-axis and CNC turning.
- **Estimating Skills:** Previous experience in estimating and costing is preferred.
- **Engineering Background:** Experience within an aerospace or high-standard engineering environment.
- **Material Knowledge:** Experience working with Titanium, Aluminium, and Steel.
- **Supplier Coordination: Ability to obtain material, AGS, and treatment quotations and work with suppliers and procurement to secure long-term pricing.**
- **Fabrication Experience: Prior milling and/or fabrication experience.**
- **Deadline Management: Ability to work to deadlines is essential.**
- **Software Proficiency: Proficient in the use of MS Office programs, particularly Excel.**
- **Quality Focus:** Must be capable of producing work to a high standard.
- **Communication Skills:** Good communication skills and the ability to develop working relationships across all departments of the business.
- **Self-Motivation:** Self-motivated, enthusiastic, and capable of working to challenging deadlines.

EMPLOYEE DECLARATION

I confirm that I have read and understand the requirements and responsibilities of my role and agree to adhere to them if there is anything I do not understand I am aware that I should raise this with my line Manager	
Print Employee Name:	
Employee signature:	**Date:**
Manager Name:	
Manager Signature:	**Date**