



MASKING SUPERVISOR

Reports to: Site Supervisor	Abbreviation:
Division/Department: Masking	Deputised by:
Location: Chelmsford	Version/Date: v3 MAR26

JOB PURPOSE

To oversee the day to day running of the masking department providing support and assistance to 6 direct employees on dayshift and providing a hand over to 2 direct employees on night shift. The ideal candidate will have a background in masking various Aerospace components, however, candidates with a quality or masking background in similar industries will be considered.

MAIN RESPONSIBILITIES AND DUTIES

- Proven experience in understanding of Engineering Drawings and interpretation of these at a level that will allow for training of the masking team
- To collaborate with the inspection department and/or site supervisor in resolving various masking queries
- To take full control of this department, implementing continuous improvements to the current masking processes and procedures
- To be proactive and a team player, taking responsibility for both the successes and failures in this department
- To work closely with Production Control distributing priorities to the team as instructed by Production Control / Site Supervisor
- Identify key areas for improvement both within the team as individuals and the department
- Monitor staff productivity levels providing feedback to the Site Supervisor related to any issues identified
- To ensure Masking Templates are up to date and provide training and support in the printing of these
- To manage bottlenecks and provide solutions to these
- To ensure Masking Consumable stock levels are maintained
- Perform any other duties within your capabilities as directed by the Company
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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: