



HUMAN RESOURCES

SMT DEPARTMENT SUPERVISOR

SMT Supervisor Job Description

Position Title: SMT Supervisor

Department: Surface Mount Technology (SMT)

Company: Production Logix (Contracts Manufacturer in Electronics)

Location: 5 Moss Road, Westmead, Pinetown

Reports To: Production Manager

Job Purpose

The SMT Supervisor is responsible for the efficient and effective management of the Surface Mount Technology department within a contract electronics manufacturing environment. This includes overseeing production schedules, maintaining quality standards, ensuring equipment uptime, and leading a skilled team to deliver on customer requirements and achieve On-Time-In-Full (OTIF) performance.

Key Responsibilities

1. Department Management

- Plan and manage SMT operations to ensure production schedules are met without bottlenecks.
- Organize workflow by assigning responsibilities to SMT Operators, Quality Controllers, Inspectors, and Material Handlers.
- Monitor and maintain the department's operational flow, ensuring consistent production outputs.
- Set daily, weekly, and monthly production targets based on customer requirements and capacity.

2. Quality and Compliance

- Approve first-off builds to ensure compliance with quality and design specifications.
- Conduct quality checks in collaboration with the Quality Control team to maintain adherence to IPC standards.
- Ensure compliance with internal SOPs, customer specifications, and industry regulations.
- Address customer quality concerns, participate in root cause analyses, and implement corrective actions.
- Manage Non-Conformance Reports (NCRs) and drive resolutions to reduce repeat occurrences.

3. Equipment and Process Management

- SMT machine setup, programming, and optimisation to meet production requirements.
- Manage solder paste handling and stencil usage to ensure efficiency and minimize waste.
- Collaborate with the Process Engineer to address technical issues and implement process improvements.



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- Ensure timely preventive maintenance and repairs of SMT equipment, including pick-and-place machines, reflow ovens, and AOI systems.
- Monitor calibration schedules and ensure all tools and equipment are certified for use.

4. Team Leadership and Development

- Supervise a team comprising SMT Operators, Material Handlers, Inspectors, and AOI technicians.
- Conduct performance reviews and provide ongoing feedback to improve individual and team performance.
- Plan and oversee training programs for team members to enhance their skills and knowledge of SMT processes.
- Maintain a positive and collaborative work environment, addressing team concerns promptly.

5. Production Planning and Reporting

- Host daily production meetings to communicate schedules, priorities, and targets.
- Update and maintain visual management boards to track progress and highlight key metrics.
- Prepare and share daily efficiency and variance reports with relevant stakeholders.
- Review production performance against OTIF goals and identify improvement opportunities.

6. Health, Safety, and Housekeeping

- Ensure the SMT department complies with workplace safety regulations, including the safe handling of hazardous materials.
- Conduct regular safety audits and implement corrective measures as needed.
- Maintain a clean and organized department to ensure efficiency and safety.

7. Customer and Audit Support

- Support customer audits by showcasing SMT capabilities and adherence to quality systems.
- Act as a point of contact for customer queries related to SMT production.
- Assist with external and internal quality audits, providing necessary documentation and evidence.

Qualifications and Experience

- Diploma or degree in Electronics, Manufacturing, or related field preferred.
 - 3–5 years of supervisory experience in an SMT or electronics manufacturing environment.
 - In-depth knowledge of SMT processes, including programming, AOI, and reflow soldering.
 - Experience with IPC standards and quality management systems.
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Skills and Competencies

- Strong technical understanding of SMT equipment and processes.
 - Leadership and team management capabilities.
 - Excellent communication and interpersonal skills.
 - Proficiency in problem-solving and decision-making.
 - Familiarity with ERP/MRP systems and production planning tools.
 - Knowledge of workplace safety and health regulations.
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Additional Requirements

- Flexibility to work overtime as needed to meet production schedules.
 - Willingness to stay updated with industry trends and technology advancements
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Employee Acknowledgment:

I, _____, acknowledge that I have read and understood the responsibilities and expectations of the SMT Supervisor role.

Employee Signature: _____

Date: _____